Effective 01/01/2015, under the section “FEDERAL FINANCIAL AID”, The FEDERAL WORK-STUDY PROGRAM (FWS) description should read:

**FEDERAL WORK-STUDY PROGRAM (FWS)**

**Description**

FWS provides jobs for students who have applied for federal financial aid and have demonstrated need. All students eligible for Title IV will be informed during the initial packaging interview of the availability of the FWS program. The award letter will be noted to reflect students’ interest or disinterest. To all students who indicate interest in the FWS program, a FWS package with forms and instructions will be distributed.

**Award Amount**

A maximum award of $3000.00 for the program will be estimated on the initial Eligibility Notice, to the extent of available funds and available positions.

**Application Procedure**

Students will need to meet the following requirements before they apply for a FWS position:

1. Earn a minimum of 6 core credits
2. Be enrolled in an eligible program at least half-time
3. Posses a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions
4. To indicate acceptance of the FWS award, student must submit an application for FWS employment to the FWS coordinator – this Application will be included in the FWS package distributed to the students at the initial packaging interview
5. Upon approval from the FWS Coordinator, students will have to schedule an appointment with the Placement Department to review available positions and to schedule an interview.

Once hired:

1. Students will be allowed to work up to 20 hours per week and must make sure that their work schedule does not conflict with their class schedule.
2. Students will not be eligible for FWS once they withdraw or are dismissed from school.
3. **Students will be paid $8.75 per hour for on-campus positions and $10.00 per hour for off-campus positions.**
4. Students will be paid biweekly and must submit their timesheets on a Monday following the end of a payroll period.
5. Students must maintain a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions as well as at least half-time enrollment status.