1. **How does a student apply for Federal Work Study?**
   - First apply for a PIN to electronically sign FAFSA (www.pin.ed.gov).
   - Both student and parent should apply for a pin.
   - Complete FAFSA (www.fafsa.ed.gov) or paper form by March 2nd.
   - Answer Question 31 on FAFSA: “In addition to grants, are you interested in being considered for work study or student loans?”

   **Note:** Students that answer “yes” to question 31 are NOT guaranteed a work study award. Work study awards are based on funding availability and other federal requirements.

2. **How can I advertise my departments FWS position?**
   - You can advertise your departments FWS position(s) on Titan Connection Online.
   - Under “Position Information,” check the Position Type that states “Federal Work Study.”

3. **How do I know if a student has a FWS award?**
   - Employers should ask candidates for a copy of their Titan Online award summary showing a federal work study award before an interview is considered.
   - If the student does NOT have FWS, you should not hire the student to work as a FWS.

4. **How is the rate of pay for the student’s position determined?**
   - You can refer to the CSUF Student Assistant/FWS handout. You may determine rate of pay based on the four ranges indicated on the handout.

   **Note:** The position title and rate of pay on the confirmation ticket need to match with the job description we have on file with that position title and reporting unit.

5. **Why do I need to submit a Job Description to the Office of Financial Aid?**
   - The Federal Department of Education requires a job description for all FWS positions.
   - Job descriptions must include the following: Position Title, Pay Rate, Department, Supervisor, Position Summary, and experience. The Office of Financial Aid has a general job description template for your use.

6. **What job code do I use to hire my student in CMS?**
   - Use **Job Code 1871** for students hired in August.
   - Job Code 1875 for summer FWS

7. **When may a student begin working?**
   - When the following steps are completed:
     - The Office of Financial Aid receives the original Confirmation Ticket along with the student application and processes the hire.
FEDERAL WORK STUDY
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- The employer receives an email notification of approval.
- Financial Aid sends the Original Confirmation Ticket to Payroll.
- New students go to Payroll Services to complete the required hiring documents BEFORE the student may work.
- Payroll sends email to employer authorizing student to begin working.

8. How much may an FWS student earn and when?
   - The FWS award amount is the maximum dollars a student may earn.
     - 20% of the award may be earned in July and August.
     - Half of the remaining award may be earned in fall and half in spring.

9. What are the federal requirements for my FWS student to remain eligible to work?
   - Must be enrolled in six units (half time enrollment)
   - Must meet Satisfactory Academic Progress
   - Must maintain a 2.0 GPA

   Note: If your FWS student does NOT meet one of these requirements, FWS will be discontinued and your student will not be allowed to return to work.

10. How is the Student Assistant program different from the Federal Work Study?
    - As an employer you pay 100% of the student assistant earnings.
    - With FWS student earnings the federal government pays 75% and you pay only 25%.

11. My returning FWS student was not awarded. What should I do?
    - You can send the FWS Coordinator an e-mail, include name and CWID. Your student will be placed on the Priority FWS Waitlist. If student meets eligibility requirements and funding is available, your student will be awarded accordingly.

12. My FWS student does not have a Financial Aid award. Who should he/she speak to?
    - Your student should first log on their student portal and check their “to do list.” If documents are requested by the financial aid office, they must submit documents immediately.
    - Once a student submits required documents, please allow the office 6-8 weeks for review.
    - If your student has been waiting for more than 8 weeks (after submitting required documents), please send them to the Office of Financial Aid for assistance.