



Federal Work–Study Guide

Appalachian State University



Career Development Center

What is Federal Work–Study?

Federal Work–Study (FWS) is a need–based financial aid program that provides part–time job opportunities for undergraduate students. It's designed to help you earn money to cover your educational expenses while gaining valuable work experience that can enhance your resume and professional skills.





Eligibility and Application Process

FAFSA & FINANCIAL NEED

FAFSA SUBMISSION:

- TO BE CONSIDERED FOR FWS, YOU MUST SUBMIT THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) EACH YEAR.
- THE FAFSA BECOMES AVAILABLE ON OCTOBER 1ST FOR THE FOLLOWING ACADEMIC YEAR.
- APPALACHIAN STATE'S PRIORITY FILING DATE IS NOVEMBER 15TH.

DEMONSTRATING FINANCIAL NEED:

- FWS ELIGIBILITY IS BASED ON YOUR *EXPECTED FAMILY CONTRIBUTION* (EFC) AS CALCULATED BY THE FAFSA
- YOUR FINANCIAL NEED IS DETERMINED BY SUBTRACTING YOUR EFC FROM APPALACHIAN STATE'S COST OF ATTENDANCE



Additional Eligibility Requirements

**TO BE ELIGIBLE FOR FWS AT APPALACHIAN
STATE UNIVERSITY, YOU MUST:**

- **BE ENROLLED AT LEAST HALF-TIME (6 CREDIT HOURS FOR UNDERGRADUATES, 5 CREDIT HOURS FOR GRADUATES) IN A DEGREE-SEEKING PROGRAM**
- **MAINTAIN SATISFACTORY ACADEMIC PROGRESS AS DEFINED BY THE UNIVERSITY**
- **BE A U.S. CITIZEN OR ELIGIBLE NON-CITIZEN**
- **NOT BE IN DEFAULT ON ANY FEDERAL STUDENT LOANS**





FWS as Part of Your Financial Aid Package

- IF YOU'RE ELIGIBLE, FWS WILL BE LISTED ON YOUR FINANCIAL AID AWARD LETTER ALONG WITH OTHER FORMS OF AID SUCH AS GRANTS, LOANS, AND SCHOLARSHIPS
- THE FWS AMOUNT LISTED IS THE **MAXIMUM** YOU CAN EARN THROUGH THE PROGRAM FOR THE ACADEMIC YEAR
- ACCEPTING THE FWS AWARD **DOESN'T GUARANTEE A JOB**: IT MEANS YOU'RE ELIGIBLE TO APPLY FOR FWS POSITIONS

How Federal Work-Study Works



APPALACHIAN STATE UNIVERSITY



Finding a Job

BROWSE AVAILABLE POSITIONS:

VISIT THE APPALACHIAN STATE UNIVERSITY STUDENT EMPLOYMENT WEBSITE.

LOOK FOR POSITIONS MARKED AS "FEDERAL WORK STUDY."

JOBS MAY BE ON-CAMPUS OR WITH APPROVED OFF-CAMPUS COMMUNITY SERVICE ORGANIZATIONS

APPLICATION PROCESS:

APPLY FOR POSITIONS THAT INTEREST YOU AND MATCH YOUR SKILLS AND SCHEDULE. PREPARE A RESUME AND COVER LETTER (THE CAREER DEVELOPMENT CENTER CAN ASSIST WITH THIS).

ATTEND INTERVIEWS AS INVITED BY POTENTIAL EMPLOYERS.

TYPES OF POSITIONS AVAILABLE:

ON-CAMPUS: LIBRARY ASSISTANT, RESEARCH AIDE, ADMINISTRATIVE SUPPORT, IT HELP DESK, ETC. OFF-CAMPUS: TUTORING IN LOCAL SCHOOLS, ASSISTING AT NON-PROFIT ORGANIZATIONS, ETC.



Working Hours and Days

WORK SCHEDULE:

YOU CAN WORK UP TO 20 HOURS PER WEEK DURING THE ACADEMIC YEAR.
FULL-TIME WORK (UP TO 40 HOURS/WEEK) MAY BE AVAILABLE DURING BREAKS, WITH PRIOR APPROVAL.
YOUR WORK SCHEDULE SHOULD NOT INTERFERE WITH YOUR CLASS SCHEDULE.

PAY RATE:

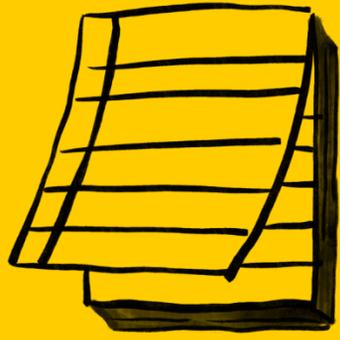
PAY RATES VARY DEPENDING ON THE JOB BUT ARE ALWAYS AT LEAST THE FEDERAL MINIMUM WAGE.
SOME SPECIALIZED POSITIONS MAY OFFER HIGHER PAY RATES.

PAYCHECKS & EARNINGS

YOU'LL RECEIVE A PAYCHECK EVERY TWO WEEKS FOR THE HOURS YOU'VE WORKED.
EARNINGS ARE NOT AUTOMATICALLY APPLIED TO YOUR TUITION BILL; YOU CHOOSE HOW TO USE THE MONEY.
YOU CAN SET UP DIRECT DEPOSIT FOR YOUR PAYCHECKS THROUGH THE UNIVERSITY PAYROLL OFFICE.

EARNING LIMITS:

YOU CANNOT EARN MORE THAN YOUR AWARDED FWS AMOUNT.
ONCE YOU REACH YOUR LIMIT, YOU MUST STOP WORKING IN YOUR FWS POSITION UNLESS THE EMPLOYER
CAN PAY YOU WITH NON-FWS FUNDS.



Benefits of Federal Work Study

- EARN MONEY TO HELP PAY FOR YOUR EDUCATION, BOOKS, AND LIVING EXPENSES.
- GAIN VALUABLE WORK EXPERIENCE RELATED TO YOUR FIELD OF STUDY OR CAREER INTERESTS.
- DEVELOP PROFESSIONAL SKILLS SUCH AS TIME MANAGEMENT, COMMUNICATION, AND TEAMWORK.
- NETWORK WITHIN THE UNIVERSITY COMMUNITY AND WITH POTENTIAL FUTURE EMPLOYERS.
- FWS EARNINGS DO NOT COUNT AGAINST YOUR FINANCIAL AID ELIGIBILITY FOR THE NEXT YEAR'S FAFSA.
- FWS JOBS ARE OFTEN MORE FLEXIBLE WITH STUDENT SCHEDULES COMPARED TO OFF-CAMPUS EMPLOYMENT.



Important Considerations

YOUR FWS AWARD IS NOT GUARANTEED INCOME. YOU MUST SECURE A JOB AND WORK TO EARN THE MONEY.

IF YOU DON'T USE YOUR ENTIRE FWS AWARD, IT DOESN'T CARRY OVER TO THE NEXT ACADEMIC YEAR.

MONITOR YOUR EARNINGS THROUGHOUT THE YEAR TO ENSURE YOU DON'T EXCEED YOUR AWARD AMOUNT.

IF YOU WITHDRAW FROM CLASSES OR DROP BELOW HALF-TIME ENROLLMENT, YOU MAY LOSE YOUR FWS ELIGIBILITY.

FWS EARNINGS ARE SUBJECT TO FEDERAL AND STATE INCOME TAXES, BUT ARE EXEMPT FROM FICA TAXES WHILE YOU'RE ENROLLED FULL-TIME.



Balancing Work & Academics



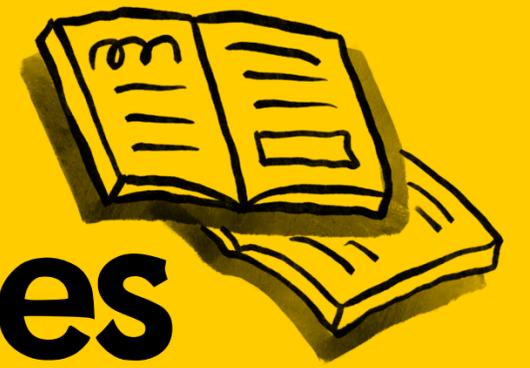
- COMMUNICATE WITH YOUR SUPERVISOR ABOUT YOUR CLASS SCHEDULE AND ACADEMIC COMMITMENTS.
- USE A PLANNER OR DIGITAL CALENDAR TO MANAGE YOUR WORK AND STUDY SCHEDULE.
- DON'T HESITATE TO ADJUST YOUR WORK HOURS IF YOU FEEL OVERWHELMED WITH YOUR COURSE LOAD.
- TAKE ADVANTAGE OF ON-CAMPUS RESOURCES LIKE TUTORING SERVICES AND STUDY SKILLS WORKSHOPS.



Renewing Your FWS Award

- SUBMIT YOUR FAFSA EACH YEAR BY THE PRIORITY DEADLINE TO BE CONSIDERED FOR CONTINUED FWS ELIGIBILITY.
- MAINTAIN SATISFACTORY ACADEMIC PROGRESS.
- NOTE THAT FWS AWARDS MAY CHANGE FROM YEAR TO YEAR BASED ON YOUR FINANCIAL NEED AND AVAILABLE FUNDING.

Contact Information & Resources



FOR MORE INFORMATION ABOUT FEDERAL WORK-STUDY AT
APPALACHIAN STATE UNIVERSITY:

VISIT: CAREER DEVELOPMENT CENTER, ROOM 222, PLEMMONS
STUDENT UNION

CALL: 828-262-2180

EMAIL: CAREERCENTER@APPSTATE.EDU

WEBSITE: CAREERS@APPSTATE.EDU

**CAREER
DEVELOPMENT
CENTER**



Additional Resources



CAREER DEVELOPMENT CENTER: RESUME WRITING, INTERVIEW PREPARATION, CAREER COUNSELING

FINANCIAL AID OFFICE: QUESTIONS ABOUT YOUR OVERALL FINANCIAL AID PACKAGE

ACADEMIC ADVISING: HELP WITH COURSE SELECTION AND ACADEMIC PROGRESS

REMEMBER TO CHECK YOUR APPALACHIAN STATE EMAIL REGULARLY FOR IMPORTANT UPDATES ABOUT YOUR FWS AWARD, JOB OPPORTUNITIES, AND OTHER CRUCIAL INFORMATION.

