

Resource for Students Interested in Federal Work-Study

What is Federal Work-Study?

Federal Work-Study (FWS) is a federal grant awarded to financially eligible students based on the information listed on submitted FAFSA's. It is important to note, not all students are awarded FWS or guaranteed the full amount of the award. The initial Federal Work-Study award can be looked at as a placeholder that indicates what you are eligible to earn up to. Please review our FWS Orientation for Students as it provides additional details.

How do I receive FWS Funds?

In order to receive a payment of FWS funds, awarded students must accept their FWS award, be hired by an approved job site, accurately submit all required documents, and receive an approval email from the Office of Student Employment confirming an effective start date and rate of pay. Students who receive an email indicating they have been set up in payroll are subject to receive payment for hours worked each pay period up to 20 hours per week **total**. Students are paid for hours worked under the Federal Work-Study program biweekly based on hours reported and approved. Unlike federal loans, Federal Work-Study funds would not need to be paid back as students would be working to earn the funds. In addition, there is a possibility students may not receive the full amount of the award.

Steps to begin to be considered for employment consideration*

- Login to your SURFS to check to see if you have a FWS award.
- If you do not see a FWS award, you will need to complete our work-study request form which would be located on the [forms section](#) of our website.
 - Please email your counselor if you have questions about eligibility.
- If and when you are awarded (based on need eligibility), you will need to complete New Hire Paperwork as listed on the FWS [website](#) after reading the New Hire FWS Procedures.
 - If you were awarded FWS and received prior earning in the previous academic year, you would need to complete Renewal Employment Paperwork.

***A current, valid FAFSA must be on file to be reviewed for eligibility of FWS funds.**

Every student situation is unique as not all students are eligible for FWS funds, nor do all students submit paperwork at the same time. As a result, only awarded students who accurately submit required employment paperwork, are approved to work, and receive a start date email are eligible to receive payment for hours worked under the FWS program. This payment would not be issued as a lump sum payment, nor is the full amount of the FWS award guaranteed.

It is also important to note, you are not yet eligible to begin working for FWS funds under the FWS program. **We also do not back date timesheets for hours you were not eligible and not authorized to work under the FWS program.** Please visit our website for more information about the documents you will need to submit in order to be reviewed for employment consideration.

Requesting an Adjustment of Federal Work-Study Funds:

Amending Offered FWS Award to Request Loan Increase –

Since offered Federal Work-Study (FWS) awards are considered earning potential and students have to work to earn offered funds, if you deem that you will not work and/or earn up to your maximum offered FWS award, you may request a reduction of FWS funds and an increase of your federal loans (if applicable).

Requests may be sent to FWS@umaryland.edu and you may CC your financial aid counselor to your email request. Once your request for a reduction of FWS funds has been received, the Office of Student Employment will review your remaining FWS funding available and will determine if you need to end employment based on remaining funds available. Our office will then communicate to you the impact of your request and if you are able to continue working.