Federal Work-Study FAQs

What is Federal Work Study?
Federal Work-Study (FWS) is an employment and need-based program subsidized by the federal government that allows students to earn wages for employment. Federal work-study status is given each year to eligible students, based on the level of need determined on the FAFSA and the level of federal and institutional funding available. Federal work-study students may earn a determined maximum earnings amount for an academic year that may be reimbursed to the institution by the federal government.

I am interested in being considered for a Federal Work-Study award. Where do I begin?
To be considered for a Federal Work-Study award, you must complete the Federal Application for Federal Student Aid (FAFSA) and file the application with the federal processor. The federal processor will process the application data and transmit the information to Elon.

How many credit hours must I be enrolled in order to be eligible for FWS?
Students must be enrolled for at least six credit hours and demonstrate financial need.

When will I find out if I have been issued a Federal Work Study Award?
Students receive a financial aid package once Elon has received a student’s FAFSA. This is evaluated to determine need-based aid.

My financial package indicates I may earn $1500 under the federal work-study program. What does this mean?
Under the work-study program, you may then earn up to a total of $1500 during the academic year.

If I have a FWS award, am I guaranteed a job?
Students must apply to FWS positions on the Elon Job Network; secure an FWS job, and work to earn FWS monies. Student employment on campus is very competitive. Students who receive FWS status are not guaranteed employment but are the only students who may apply for FWS designated jobs. If a FWS award is not used, it will not be replaced with another form of financial assistance. You must apply for positions on the Elon Job Network and interview as you would for any normal job. Many positions are filled early in the academic year.
Where are the jobs?
FWS positions are found both on and off campus. Off-campus FWS positions are with non-profit community partner agencies. Off-campus positions require private transportation.

What kind of job can I get?
FWS jobs are located in departmental offices, in the library, in social service agencies, or in the gym. There are a wide range of opportunities.

How do I find an FWS job?
Log on to the [Elon Job Network](https://www.elon.edu/jobs) using your full Elon email address for username and your date of birth (mmddyyyy) for password. Under the section on the toolbar that reads “Jobs and Internships”, click on FWS. Postings include job description, qualifications, and application process. You are not limited to applying only for jobs on this page. You may also apply for jobs listed under [On-Campus Student Employment](https://www.elon.edu/studentemployment).

What documents must I bring with me to campus in order to complete new hire paperwork?
To be hired to work, you will need to have original forms of identification. [Here](https://www.elon.edu/studentemployment) is a list of acceptable forms of identification. You have two options:
- Bring ONE form of identification from List A
- OR -
- Bring a combination of ONE form of identification from List B and ONE form of identification from List C

How many hours can I work each week?
Students are not allowed to work more than 20 hours per week while classes are in session. The exception to this is during periods of non-enrollment, such as winter or spring break, when students can work up to 40 hours per week.

Since it is called work-study, does that mean I can study on the job?
No. There are required tasks to be completed as designated by the employer. It is important to view the work-study job as a "real job" in which the employer requires work in exchange for wages.

Does work-study pay my tuition directly?
No, the money is directly deposited into the student's bank account and can be used for whatever living expenses the student chooses.
How are student employees paid?
Work-study students are paid bi-weekly.  [Here](#) is a current payroll calendar.

What happens if I have earned the full amount of my work-study award?
Your supervisor may or may not have options of continuing your employment and paying your wages fully from departmental funds. Communicate with your employer early for clear expectations and to plan ahead based on the departmental affordances and your needs.

Can I keep the same job next year?
Often students work in the same location year after year. It will depend on the need of the employer, your eligibility, and job performance. Students must apply for financial aid each year and be awarded a package each academic year to be eligible. Students are not guaranteed a FWS award each year, even if they had received one the previous year.