



Office of Student Financial Aid

Strong Hall

1450 Jayhawk Blvd., Room 50

Lawrence, KS 66045-7535

(785) 864-4700

financialaid@ku.edu

scholarships@ku.edu

Fax: (785) 864-5469

www.financialaid.ku.edu

www.scholarships.ku.edu

Work Study Programs

The Federal Work-Study Program

Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of financially eligible students to help avoid excessive debt while in school. If FWS is a part of your financial aid awards, you may apply for on-campus jobs. Working at an hourly rate, you are allowed to earn the total work-study amount granted to you. While all employers must pay at least minimum wage, pay varies depending on the job and your qualifications.

Benefits

Working on campus has many advantages including:

- Academic-year FWS earnings are exempt from student contribution calculations for next year's FAFSA.
- May help you avoid excessive debt, because you earn as you learn.
- May be more "convenient", because you can work between classes more easily.
- May be more "flexible", because on-campus employers are familiar with the academic calendar.
- May help you get more "involved" in campus activities as you get to know more university students, staff, and faculty.
- May provide additional preparation for your after-graduation job search, because many on-campus jobs are in career-related areas or offer you more responsibility each year you work.

You are responsible for finding your own job. FWS job openings are available at <https://jobs.ku.edu>. Many campus departments and offices are eager to hire FWS student employees!

When classes are in session, you may work up to 30 hours per week. When classes are not in session including summer, you may work up to 40 hours per week. FWS students and employers are responsible for monitoring the status of the FWS award. Once your earnings limit has been reached, you are no longer eligible to work as an FWS student employee. At that time, you must be terminated or switched to regular student hourly payroll.

To remain eligible for FWS (and all other federal aid) you must meet our Satisfactory Academic Progress standards. Grades and credit totals are monitored at the end of each semester to determine eligibility for the following semester.

IF FWS does not appear on your Accept/Decline Financial Aid screen and you are interested in this program, please schedule an appointment with a Financial Aid Counselor to discuss the effect that FWS would have on your other awards. If funds are available, there may be an "FWS Open Enrollment" period. Check the OSFA Web site for FWS updates, including an on-line application for open enrollment periods.

The Kansas Career Work-Study Program

Some positions are defined as "Community Service" positions. These jobs allow you to work in an office or businesses serving residents of Lawrence, particularly low-income residents.

The Kansas Career Work-Study Program is a state-funded program intended to provide employers with incentives to hire KU students in career-related positions.

Student Eligibility

To participate in the Kansas Career Work-Study Program, you must meet the following criteria:

- Be a resident of the state of Kansas
- Maintain a cumulative 2.0 GPA or higher
- Be enrolled in a minimum of 6 hours
- Maintain a minimum semester 2.0 GPA
- Have a declared major related to work performed

While this is not a need-based program, there are limits as to what you may earn. If you are a financial aid recipient, the amount of aid that you are receiving is subtracted from your Cost of Attendance (COA) to determine your earnings limit. If you receive no financial aid, then the COA is your earnings limit. Your employer is reimbursed for half of your earnings. It is the responsibility of both you and your employer to make sure that you do not earn more than your limit.

Employer Eligibility

To participate in the Kansas Career Work-Study Program, employers must meet the following criteria:

- Have a Federal Employee Identification Number (FEIN)
- Be a Kansas business using a Kansas Bank
- Be willing to act as your employer (you are not an employee of our office)

To participate, employers must submit an application to University Career Center. To be eligible for a contract, an employer must either have eligible students working for them or be in the process of hiring an eligible student. The amount of the contract is based on the estimated hours per week that the student(s) will work, multiplied by the hourly wage and the number of weeks that the student will work. This amount is then divided in half for the amount that will be reimbursed by the State of Kansas. If the estimation is too low, an amendment may be granted if the funds are available.

Employers are responsible for interviewing and hiring the student participants. Students are put on the employer's regular payroll and the employers are responsible for social security deductions, etc. When classes are in session, you may work up to 20 hours per week. When classes are not in session, as well as the summer, you may work up to 40 hours per week.

Employers submit invoices at least once a month for reimbursement. Due to the fact that the program is state-funded, it can take up to four weeks for the reimbursement check to arrive. It is to the employers benefit to submit invoices as quickly as possible.

For further information about the Kansas Career Work-Study Program, contact the University Career Center at 864-3624 or email at uces@ku.edu or the OSFA at financialaid@ku.edu.