

Federal Work-Study

The Federal Work-Study (FWS) program is a federal **campus-based program** designed to provide students an opportunity to:

- gain work experience for their resume.
- become better connected to the University.
- work an adjustable schedule around their class load, without leaving campus.
- earn money to help pay for their cost of education.
- earn money that will not affect their future financial aid eligibility.

As a federal campus-based program, annual FWS allocations are provided to individual universities in varying amounts, based on the school's enrollment data, and may be awarded to students at the school's discretion within the parameters of federal student aid eligibility guidelines. Therefore, FWS fund availability, award amounts, and eligibility requirements may vary from university to university. The annual award at CSUB is typically \$3,200. Due to our limited allocation, priority awarding consideration will be given to undergraduate students who are considered "on-time" financial aid applicants with exceptional financial "need."

Requirements

Students are responsible for:

- not exceeding an average of 20 hours per week while enrolled, unless approved by the FWS Coordinator, and up to a maximum of 40 hours per week during break periods when school is not in session;
- keeping track of their earnings and remaining FWS eligibility to not exceed their award amount;
- reporting time worked for a month by 11:59pm on the 2nd calendar day of the following month;
- signing confidentiality agreements with the University and/or the hiring department;
- communicating your work schedule availability to the hiring department supervisor
- being dependable and professional when at work

Eligibility

Applicants must:

- complete a FAFSA by March 2nd;
- be enrolled at least half-time;
- have financial "Need"

Steps

- Complete the Free Application for Federal Student Aid (FAFSA) by the March 2nd priority deadline and indicate an interest in being considered for FWS on the FAFSA.
- Apply for positions at [CSUB Join Handshake](#)
- If you are contacted for an interview, remember to dress professionally and be prepared to provide references of prior work experience (if any).

- If you are selected for a job, you will be awarded FWS, you will need to obtain a **FWS Hiring Form 104** from the Federal Work-Study Coordinator in the Office of Financial Aid & Scholarships for signature by the FWS Coordinator, the hiring department supervisor, and the Payroll Office (**Note:** you cannot begin work until this form is complete)
- Work with your hiring department to determine your schedule and ensure you do not exceed your FWS award amount. For planning purposes, divide your FWS award by your hourly pay rate to determine how many hours you can work before your award is exhausted (**Note:** student should not to exceed an average of 20 hours per week while enrolled, unless approved by the FWS Coordinator, and up to a maximum of 40 hours per week during break periods when school is not in session).
- Report your time worked for a month by 11:59pm on the 2nd calendar day of the following month by logging into your [myCSUB](#) and clicking on
 - **Self Service » Time Reporting » Report Time » Timesheet**
- If you are getting close to exhausting your FWS award for the year, your options are:
 - contact the Federal Work-Study Coordinator in the Office of Financial Aid & Scholarships to find out if your award can be increased (based on available funds and your unmet need);
 - talk with your hiring department supervisor about the possibility of being transitioned to a departmental Student Assistant (based on available departmental funds, as wages are paid by the department). This will require the completion of a Student Assistant Transaction Form 117.
 - process separation paperwork to be released from your FWS job.

America Reads Federal Work-Study Program

CSUB participates in the America Reads program, which is a federal initiative that challenge universities to train work-study eligible students to provide tutoring in reading to local elementary/middle school children performing below grade level. Interested students should complete an [America Reads Program Application](#). For more information, please contact the Federal Work-Study Coordinator in the Office of Financial Aid & Scholarships.

Taxation of Work-Study Earnings

All work-study earnings are taxable income and must be reported as such for income tax purposes.

Please go here for [more information about work-study](#).