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 note, the work-study award has a per term earning cap, based on your award total per term. 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, submit required documents, and receive an approval email from our office 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 you 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, please email your counselor so that you can be reviewed for 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 Procedures under Step One.
  - 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.

Contact: FWS@umaryland.edu  Website: umaryland.edu/workstudy