Federal Work-Study (FWS) Program

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Welcome to the Federal Work-Study (FWS) Program

The Federal Work-Study (FWS) Program is a government-subsidized student employment program designed to assist students in financing their education. FWS provides an opportunity for students to earn money, rather than borrowing funds, to help pay for educational expenses.

**Student Employment:**

**A. How can I qualify for FWS?**

To be eligible for FWS, you must demonstrate financial need by completing the **Free Application for Federal Student Aid (FAFSA)** every year. Funds awarded will vary per the individual’s need as determined by an analysis of the student’s FAFSA data and due to fund availability.

*Students must remain in good academic standing to be eligible for FWS, failure to do so will result in cancelation of awarded funding.*

**B. I have been awarded FWS, now what?**

There are options to pursue both on and off campus work. You may find employment either at BCM or an approved posted Community Service (outside BCM) position. When you are hired you will need to complete the following forms:

- Financial Aid Job Description and Approval Form
- Human Resource Employment Vacancy Form
- Human Resource Form I-9 Employment Eligibility Verification

All forms above can be picked up in the Financial Aid Office in Room N104. All HR forms must be taken to the HR Department, which is located at the McGovern Building. The Financial Aid Job Description and Approval Form must be completed by the immediate supervisor and returned to the Financial Aid Office. The HR Employment Vacancy Form is also to be returned to the Financial Aid Office.

**C. How do I find employment?**

Begin your employment search early so that you have a broader range of positions to choose from. The list of position opportunities are available in the office and posted on our website at: [https://www.bcm.edu/education/financial-aid/applications](https://www.bcm.edu/education/financial-aid/applications). It is your responsibility to contact the department you are interested in working with for an interview. We encourage you to begin your FWS employment search as early as the second week of class.

**D. When can I work?**

You may only work awarded funds during the following periods:
Students should not schedule to work during class time.

**E. How do I report the hours I work?**

You will need to complete a timesheet for every pay period. Timesheets and due dates are posted on the financial aid website: [https://www.bcm.edu/education/financial-aid/applications](https://www.bcm.edu/education/financial-aid/applications).

- Complete Hours worked per day
- Signatures – Must be signed by you and your immediate supervisor
- Keep payroll records active
- Currently there is not a set maximum number of hours allowed weekly, although Federal Work Study funding is based on the student’s financial need and must not affect student’s health or academic progress adversely.
- It is your responsibility to keep track of your hours earned
- Due Dates – Bi-weekly

**IMPORTANT**

Not turning in a timesheet within 90 days will cause your HR position status to terminate and all HR forms will then need to be resubmitted.

**Student Financial:**

**A. How am I going to be paid?**

FWS students are paid bi-weekly on Fridays. FWS regulations require that employers pay students at least once a month. You will be given a Payroll I.D number for payroll purposes only. You will have to synchronize a new password with your new I.D. number to be able to log into the Employee Self Service (ESS). Once you are logged into ESS, Click on Payroll Services to update any of the following:

- Direct Deposit Information
- W-2 form
- View Earnings Statement

**B. How much will I be paid?**

All FWS positions are paid at a rate of $15.00 per hour. However, you cannot earn more than your semester awarded amount. Please note that FWS funds cannot be used for paid vacation, sick leave, holidays, benefits or medical and dental insurance.
C. How do I get my FWS money?
Most students choose to have their FWS paychecks direct deposited into their checking account. Student can sign up for direct deposit with the Payroll Office. You will receive an email to pick up your check in Room M220 or you can request to have it mailed.

D. What if I want to keep working after I’ve earned my FWS award?
If you have earned your total FWS award before the end of the award period, and you are interested in working more then please stop by our office and speak to the Federal Work Study Administrator. We will evaluate whether or not we have the funding available to award more, and if available then you may continue working.

Miscellaneous:

A. Can I have more than one FWS Position?
Yes, although no more than one position can be reported in the same pay period if both positions are within BCM. Students may have more than one position and can submit more than one timesheet per employment if both positions are outside of BCM. Students will also need to complete separate Financial Aid Job Description and Approval Forms for each position.

B. What if I do not find FWS employment?
If you do not find a FWS position within the first eight weeks of each semester your FWS funds awarded will be canceled for that semester. This will not jeopardize the awarding of any future FWS funds.

C. Will I get FWS every year?
FWS funding is limited. In order to be considered for FWS each year, you must:

- Submit a completed BCM Financial Aid application.
- Complete a FAFSA every year.
- Submit a copy of your tax return from the prior year.
- Show enough financial need (demonstrated by your FAFSA).
- FWS is awarded on a first come first serve basis.

D. Sharing FWS Awards
FWS funds are awarded on an individual basis and may not be shared or transferred to another student at any time. Trading award amounts or unused awards is strictly prohibited.

Rights and Responsibilities
When you accept a FWS position, you become a member of a department or agency that depends on you. It is important for you to report to work on time, notify your supervisor when you will be late or absent, and dress appropriately for the work location (dress code should be discussed before your first day). When asking for time off, you should consider the employer’s needs as well as your own. In addition, some FWS positions may require access to confidential information - abuse or misuse of such authorization is grounds for dismissal. Acceptance of a position through FWS implies a commitment to the employer for at least one semester. If unable to fulfill the FWS commitment, notify your employer.

It is your responsibility to monitor your earnings to be sure they do not exceed the awarded amount. Any time worked over the awarded amount is considered volunteer time, and you will not get paid for it. If a problem develops with your employment, you should first discuss the issue with your supervisor. If the problem cannot be resolved, you should contact the Human Resource Office.
If you want to withdraw your FWS award money, contact the Financial Aid Office. There is no guarantee that you can secure another FWS position or that the FWS award can be replaced with other types of loans.

You must remain in good academic standing to be eligible for FWS, failure to do so will result in cancelation of awarded funding.

For More Information Contact:

Financial Aid Office
http://www.bcm.edu/financialaid
Alkek Bldg., Suite N104
Phone – (713) 798-4603
Fax – (713) 798-9028
Marjorie Guevara
Marjorie.Guevara@bcm.edu
(713) 798-8828

Payroll Office
McGovern Building
2450 Holcomb Blvd., Suite OW200
payroll@bcm.edu
Phone – (713) 798-4337
Fax – (713) 798-4309

Human Resources
http://www.bcm.edu/financialaid
McGovern Building
2450 Holcomb Blvd., Suite OW100
Phone – (713) 798-5417
Fax – (713) 798-2700