

Guidelines and Student Eligibility

Federal Work Study (FWS) is a need-based, self-help financial aid program designed to provide college students a chance to earn money while pursuing their degree. The Federal government pays 75% of money earned and HGST or the employer contributes the remaining 25%. All work-study students must read the following information about the Federal Work-Study Program. Students are responsible for understanding and adhering to these guidelines.

- The employment of Work-Study students must not result in the displacement of employed workers or impair existing contracts for services.
- Federal work-study students may not be employed by churches, synagogues, or other religious organizations in activities, which specifically promote their views or ideas.
- Off-campus services to be performed by Federal Work-Study students must be in the public interest.
- Federal Work-Study positions may not be connected to any entity or organization engaged in partisan political activity, including lobbying at the Federal level.
- Federal Work-Study awards are made for the nine month academic year and for the summer. Separate awards and separate Employment Authorizations are necessary for each period.

Student Eligibility

A student must:

- Submit the Free Application for Federal Student Aid (FAFSA), meet all eligibility requirements for Federal Student Aid and demonstrate financial need as a result of filing the FAFSA. Not all students with financial aid will be eligible for FWS.
- Be enrolled at HGST as a matriculated student on at least half-time basis. You cannot be withdrawn from HGST, registered less than half-time, or graduated.
- Be making satisfactory academic progress.
- Be enrolled for the coming academic year to be considered for summer term work-study, unless graduating in August.
- Work for HGST or an approved, off-campus agency or government agency.
- Be paid only for hours worked. Students will not be paid for sick leave, holidays, overtime, or vacation days.
- Work no more than 20 hours per week, nor work during scheduled class times of courses for which the student is registered.
- Be paid by the hour – stipend or lump sum payments are not allowed. Student earnings may not exceed the amount of Federal Work-Study award.