
WORK-STUDY PROGRAMS

FEDERAL WORK-STUDY

Federal Work-Study (FWS) is a federal financial aid program that subsidizes student employment. FWS-funded employment helps students earn money, mostly at on-campus jobs, while attending KU. Students are responsible for finding their own job and meeting hiring requirements. FWS job openings are available at employment.ku.edu in the "students" section.

FWS awards are disbursed via a bi-weekly paycheck based upon the number of hours worked in a given pay cycle. The amount of a FWS award is the maximum amount of earnings a student may receive through work-study funding. The award amount does not guarantee student earnings.

While most positions are on-campus, some are defined as "community service" positions which allow students to work in an office serving the Lawrence community.

BENEFITS:

- A FWS award can improve a student's chances at being hired for an on-campus job.
- FWS earnings are exempt from student contribution calculations when reported on a future Free Application for Federal Student Aid (FAFSA) which can positively affect a student's aid eligibility.
- FWS positions are often more convenient and flexible than other employment because students work on or near campus, and employers often share the same academic calendars as their student workers.
- FWS employment often helps students get more involved and engaged with the KU community by encouraging new connections with faculty, staff, and fellow students.
- FWS employment can provide preparation for students' post-graduation job search.

HOURS & WAGES:

Wages for work-study positions begin at the campus minimum wage of \$7.65 per hour but may vary depending upon job responsibilities and student qualifications. Most FWS positions average 10-15 hours per week. For full details on the maximum hours a student employee may work per week, please see [KU Policy Library section on Student Employees](#).

FWS students and employers are responsible for monitoring the status of the FWS award. Once a student has reached his or her FWS award limit, they may not continue to receive wages via FWS funds. At that time, the student's employment must be terminated or switched to regular student hourly payroll.

ELIGIBILITY:

Graduate student employees, both hourly and salaried, may be able to receive FWS funding. Undergraduate student employees must work in hourly positions to receive FWS funding.

To be eligible, students must demonstrate need as determined via the annual FAFSA filing and be enrolled at least half-time as a degree-seeking student. To remain eligible for FWS (and all other federal aid), students must meet the Financial Aid and Scholarships (FAS) Satisfactory Academic Progress (SAP) standards. Grades and credit totals are monitored at the end of each semester to determine eligibility for the following semester. To review the SAP standards, please visit www.affordability.ku.edu/financialaid/sap.

If FWS does not appear on your Accept/Decline Awards screen in Enroll & Pay 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 also be an FWS Open Request period at the start of each semester.

KANSAS CAREER WORK-STUDY

Kansas Career Work-Study is a state-funded program that provides employers with incentives to hire KU students in career-related positions.

STUDENT ELIGIBILITY:

To participate in Kansas Career Work-Study, 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 2.00 GPA
- Have a declared major related to work performed

You must file a Free Application for Federal Student Aid (FAFSA) to be considered for this program. If awarded, you will be advised of the maximum amount you can earn. 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 State of Kansas business using a Kansas bank
- Be willing to operate as your employer (you are not an employee of our office)

To participate, employers must submit an application to University Career Center (UCC). 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 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, students may work up to 20 hours per week. When classes are not in session, as well as the summer, students may work up to 40 hours per week.

Employers submit invoices at least once a month for reimbursement. 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, visit the University Career Center (UCC) website at career.ku.edu, contact the UCC at (785) 864-7664 or email at kswkstd@ku.edu.