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| MANUAL Student Employment Office Office of Career Services | SECTION Federal Work Study Program | PAGE 1 / 1 |
| SUBJECT <i>Monitoring the Earnings</i> | | REVISED |

A Federal Work-Study award is the maximum earnings authorization. Students may not earn more than the award. In order to insure that the earnings authorization is not exceeded, it is incumbent upon the department and student to monitor earnings. A simple calculation will preclude an over award from occurring:

1. Federal Work-Study Award for Semester divided by hourly rate = total hours student can work during the semester.
2. Total hours student can work during the semester divided by number of weeks in the semester = hours per week student should work in order to work the entire semester.

Example: \$1000 FWS semester award divided by \$5.96/hour = 167.79 hours to earn semester award.

167.79 divided by 16 weeks (including exam week) = 10.49 hours per week.

Once the student has earned his/her award maximum, for the semester, the student must STOP WORK under the FWS account number.

The student should request a revision to the award and discuss the situation with the Assistant Director of Financial Aid. If no additional FWS dollars are possible, the department may switch the student to RSE, if they wish. REMEMBER: Once the new term begins, the department must switch back to a Federal Work-Study account.