



**Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083**

2016-17 Federal Work Study Application

Name: _____ **Kean ID #:** _____

Have you filed the FAFSA Application for 2016-2017? _____ Yes _____ No

If no, you must file a FAFSA application in order to be considered for work-study

What department(s) are you interested in working for? _____

Note: Job referrals and eligibility are based on student financial need, skills, experience, availability of FWS budget, and date of this application.

Kean Email Address: _____

Mailing Address: _____

Best Telephone number to reach you during the day: (_____) _____

-The Federal Work-Study Program Operates As an Equal Opportunity/Affirmative Action Employer-

What is your major course of study/concentrated area of interest? _____

Are you interested in working in a Community Service capacity (i.e.: tutoring off campus)? __ Yes __ No

This semester you will be a: __ Freshman __ Sophomore __ Junior __ Senior

Work Experience / Skills:

*** If your FAFSA application is selected for verification, you must wait until the verification process is completed by a Kean University Financial Aid Counselor before the FWS application process can begin.**

Student Signature

Date



Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083

FEDERAL WORK STUDY (FWS) FACT SHEET

The Federal Work Study Program is designed to enable students who demonstrate financial need (as determined by your FAFSA) to earn wages to help pay for educational related expenses. Most work study positions are on campus in various departments. There are also off-campus community service opportunities available.

- **Step 1:** File for Federal Student Financial Assistance by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and submit all requested documents to the Office of Financial Aid (if applicable).
- **Step 2:** If you receive an offer of FWS funds as part of your award package it is necessary to complete all the requirements listed on this sheet. The award is simply a notification of eligibility and a position is not guaranteed.
- **Step 3:** Submit a FWS Application to the Office of Financial Aid. Applications can be found online at <http://www.kean.edu/KU/Forms-Financial-Aid>. Early application submission is recommended as most jobs are filled prior to the fall semester.
- **Step 4:** If you meet the criteria to be eligible for FWS, you will receive an email from the FWS Coordinator with the necessary paperwork and referring you to a department.
- **Step 5:** You will then **schedule an interview with the department supervisor**. If selected for the position the supervisor will complete the job referral form.
- **Step 6:** After your interview, you must schedule an appointment with the FWS Coordinator by going to <http://www.kean.edu/offices/financial-aid>. The signed and completed job referral form and all other paperwork must be brought back to FWS Coordinator with your Social Security Card and a picture ID.
- **Step 7:** You will be sent to the Office of Human Resources to complete additional paperwork. Your supervisor will be notified by the Office of Human Resources of your official start date once all paperwork has been processed.
- **Step 8:** Available funding, job performance and Satisfactory Academic Progress are among the factors that must be evaluated each semester to determine continued eligibility.

STUDENTS MAY NOT BEGIN A FWS POSITION UNTIL ALL DOCUMENTS ARE COMPLETE AND APPROVED BY THE OFFICES OF FINANCIAL AID AND HUMAN RESOURCES. WORKING PRIOR TO APPROVAL FROM BOTH OFFICES MAY RESULT IN TERMINATION.

FWS students can work a maximum of 20 hours per week. The total number of hours you work may be limited by your financial need and the overall FWS budget.