



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. Kean University's priority deadline is April 17th.
- **Step 2:** Submit all requested documents to the Office of Financial Aid (if applicable). You will be notified of missing documents on your KeanWise account.
- **Step 3:** If you receive an offer of FWS funds as part of your financial aid package, it is still necessary to complete all the requirements listed on this sheet. The award does not guarantee a position; it is simply a notification of eligibility.
- **Step 4:** 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 5:** After submitting a FWS Application to the Office of Financial Aid you must schedule an appointment with the FWS Coordinator by going to <http://www.kean.edu/KU/Contact-Financial-Aid>.
- **Step 6:** During your appointment with the FWS Coordinator it will be determined if you meet the criteria to be eligible for FWS.
- **Step 7:** If you meet the FWS criteria you will be referred to a department and given the necessary paperwork. You will then interview with the department supervisor who will complete the job referral form if the supervisor agrees to hire you.
- **Step 8:** The job referral form and all other paperwork must be brought back to FWS Coordinator with your Social Security Card.
- **Step 9:** 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 10:** 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.