



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

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 fafsa.gov. Kean University's priority deadline is April 15th.
- **Step 2:** Submit all requested documents to the Office of Financial Aid (if applicable). You will be notified of missing documents via your Kean's email and KeanWise account.
- **Step 3:** If you receive an offer of FWS funds, it is necessary to complete all the requirements listed on this sheet and does not guarantee a position. The award 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, Sally Mathan, by going to <https://keanfinancialaid.youcanbook.me/>
- **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 the 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 the FWS Coordinator in the Financial Aid Office with your Social Security Card and a photo ID so you can proceed to step 9.
- **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. Student must be registered for at least 3 credits.
- **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.



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1000 Morris Avenue
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2018-2019 Federal Work Study Application

Name: _____

Kean ID #: _____

Have you filed the Free Application for Federal Student Aid (FAFSA) for 2018-2019? ___ Yes ___ No

If no, you must file a FAFSA in order to be considered for federal 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

Are you currently working as a Federal Work Study Student? _____ Yes _____ No.

If yes, Department working _____

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

Are you living on campus? _____ Yes _____ No

Work Experience / Skills:

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

Student Signature

Date