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# Federal Work-Study 101

Your guide to the Federal Work-Study Program at Boston College



**BOSTON COLLEGE**  
OFFICE OF STUDENT SERVICES

### **WHAT IS FEDERAL WORK-STUDY (FWS)?**

Federal Work-Study (FWS) Program is a federally-subsidized employment program awarded to domestic students (U.S. citizens and permanent residents) as part of the financial aid award letter.

The FWS Program provides jobs for undergraduate and graduate students with demonstrated financial need, allowing them to earn money to help pay educational expenses. Because FWS is a need-based program, you must have demonstrated financial need in order to be considered for work-study.

### **THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

To be eligible for FWS, students must submit a Free Application for Federal Student Aid (FAFSA) for each year and be enrolled in a degree-seeking program at least half-time or greater.

It is recommended that the FAFSA be completed by the priority filing deadlines before the desired employment period.

### **THE AWARD**

Your award will be made available once you complete your FAFSA and submit your other required financial aid documents. Students are encouraged to monitor their financial aid status and award information online through Agora Portal.

Students with FWS awards will see "Federal Work-Study" and/or "Summer Work Study" as part of their financial aid awards.

If your Award Status is "Verified", all your required documents have been received and you are authorized to use your FWS award. Students with verified FWS awards will automatically be paid with FWS funds by default.

If your Award Status is "Conditional", please contact your assigned financial aid counselor to inquire what additional documents are required to verify your award.

(**BONUS:** Any Work-Study earnings will not be included on your next year's FAFSA!).

### **BCNC LITERACY PARTNERSHIP PROGRAM (BLPP)**

The BCNC Literacy Partnership Program (BLPP) is a children's literacy campaign whose mission is to promote literacy among Boston's elementary and middle school students.

This program provides an opportunity for BC undergraduate and graduate students who have been awarded FWS during the academic year to serve as a paid Reading/Literacy Tutor. Tutors work in classrooms with the support of teachers or in after-school programs.

The Boston College Neighborhood Center (BCNC) coordinates this program. For more information, please contact the BLPP Program Coordinator at [bcnc.blpp@gmail.com](mailto:bcnc.blpp@gmail.com)

### **FINDING A JOB**

Students with FWS awards can work in all departments on-campus, as well as certain organizations approved through our Off-Campus FWS Program.

All available student jobs – either on-campus or through our Off-Campus FWS Program – are posted on our Student Employment website under "Job Listings".

To apply for these positions, you must contact the person listed on the posting or follow the instructions on how to apply for that position. Although you are awarded FWS, you must apply for a position in order to be considered for a job.

For helpful resume, cover letter, and interviewing tips you can contact the Boston College Career Center at [career.center@bc.edu](mailto:career.center@bc.edu) to schedule an appointment with a career coach.

(**BONUS:** The Career Center has a Career Closet, which provides high-need students access to free professional attire for interviews, career fairs, networking events, etc. The Career Closet is open during their drop-in hours. Go check it out!)

### **ONCE YOU FIND A JOB**

Once you find a job and will be working for the first time at BC, you must complete a Form I-9 requirement within three business days. Federal guidelines require employees (including students) to present original documentation; we cannot accept pictures, scanned, emailed, or faxed copies of I-9 forms and identity and employment authorization documents. These identity and employment authorization documents can include the following:

#### **LIST A**

- A valid/unexpired US Passport or card
- A valid Permanent Resident card;

#### **OR**

#### **LIST B**

- A valid driver's license or permit
- A state-issued ID
- A school-issued ID card (your BC Eagle ID card);

#### **AND**

#### **LIST C**

- Your Social Security card
- Your birth certificate (if born in the U.S.)

**Once you complete your Form I-9 requirement, you can begin your student job!**

Students will earn their work-study funds in a paycheck; work-study funds are not paid directly to your student bill. Paychecks are based on hours worked, just like a normal job and are direct deposited into your bank account. The rate of pay, hours per week and schedule vary with each job.

Students with FWS who work both on-campus and through our Off-Campus FWS Program will be paid using the same FWS award, so it is important to keep track of the hours you work between both on-campus and off-campus work-study jobs so that you do not exceed your FWS award limit. If you want to continue working through our Off-Campus FWS Program while holding another job on campus, you can contact your assigned financial aid counselor to request an increase to your FWS award.