

## Federal Work Study Program

**Background:** Federal Work Study is a federally funded financial aid program that provides funding for students to work qualifying part-time, typically on-campus jobs, while attending school to pay for college expenses. The salary for student works is shared between the federal government (75%) and the department (25%) hiring the student. Federal Work Study may be used to provide funding for students outside of the Graduate Assistantship program.

### Policy

The following requirements apply to students involved in the Federal Work Study Program:

- 1) Students must complete a FAFSA (Free Application for Federal Student Aid) to become eligible for work-study and demonstrate a financial need for the aid.
- 2) Students awarded funding may work a maximum of 20 hours/week.
- 3) Students must work a minimum of 60 hours in a semester. Students not working 60 hours in a semester will not be eligible for future Federal Work Study the next semester. Students not fulfilling the 60 hours minimum in two separate semesters will no longer be eligible for Federal Work Study. Separate semesters do not need to be sequential in order to apply to the exclusion for eligibility. Work hour minimums may be waived at the discretion of the Chief Student Affairs Office in cases of extenuating circumstances, as determined by the Chief Student Affairs Office.

UNMC is under no obligation to find placement for qualifying students.

Date Policy Adopted:	11/21/13
Date Policy Revised:	4/20/17
Date Reviewed by University General Counsel:	2/23/17
Responsible Reviewer:	Director Financial Aid, Education Council and Chief Student Affairs Officer
Approved by:	
Approval Date:	4/20/17
Reviewed:	Every year