



FEDERAL WORK-STUDY PROGRAM (FWS) - Frequently Asked Questions

Email: fwsjobs@lagcc.cuny.edu

What is the Federal Work-Study Program (FWS)?

Federal work-study (FWS) is a program that offers students the opportunity to work part-time, on-campus, or off-campus, to help pay for the costs of their education. Educational expenses go beyond tuition and fees. These funds can be utilized to finance other expenses, such as books and supplies or travel expenses.

Who is eligible for Federal Work-Study (FWS)?

Students eligible to participate in this program must have a completed Free Application for Federal Student Aid (FAFSA) on file. To be eligible for Federal Work-Study the student must:

- Be matriculated and enrolled at least half-time (6 credits or more)
- Be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines
- Demonstrate financial need

Where do I find both on- and off-campus FWS positions?

The job listings are available on the FWS job site. Students will be able to search and apply for jobs they are interested in online. Students interested in working with Public Service Corps (PSC) will need to complete a PSC application. Please contact FWSJOBS@lagcc.cuny.edu for more information.

What are the next steps once I've been hired?

Print and complete all the Federal Work-Study forms available on NextGen. Each academic year, students are required to review the online FWS Student Orientation and submit in-person the "Students Rights & Responsibilities" form along with the FWS packet to SFS in room C-107 for processing. The FWS agreement/contract must be completed and signed by the supervisor and student. Students are also required to submit identification to fulfill the Employment Eligibility Verification USCIS I-9 form. Students must not begin working without authorization from the work-study office.

How many hours can I work per week?

Students are allowed to work up to 20 hours a week until they have earned their FWS award each semester.

What is the pay rate?

The current pay rate is \$16.00 per hour for on-campus positions. Off-campus positions are \$18.00 per hour. Public Service Corps positions pay rate are based on the student's academic level.

Can I use FWS hours for my internship?

Both your FWS Coordinator and Supervisor must agree to the internship before you may use your federal work-study job to fulfill your internship requirement. It is also up to the internship department to approve your assignment.

Am I required to have Direct Deposit?

You are required to set up Direct Deposit in order to have your Federal Work Study checks deposited directly into your own bank account. You can sign up on your CUNYfirst Self-Service or visit the Bursar Lab in Room C-111 for assistance.

Am I required to file a tax return?

Federal Work-Study wages are reportable income earnings. The student is issued a W-2 form detailing the wages earned for the appropriate tax year in December. It is the student's responsibility to make sure they file the appropriate Federal and State tax forms to report all income earned if required by tax laws. Sign-up to receive your FWS W-2 Form electronically from your CUNYfirst account.