

# The Federal Work-Study Program

is a campus based; federal financial aid program whereby federal funds are provided to the Pepperdine University School of Public Policy so that we may employ students in part-time jobs on-campus. As with all forms of aid, students must first file the required applications and demonstrate sufficient financial need to be eligible. We have answered some common FWS related questions below.

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- ❖ ***What forms must I fill out to be eligible for FWS?*** You must file the Free Application for Federal Student Aid (FAFSA). We may then consider you for the FWS program.
- ❖ ***My financial aid package includes Federal Work-Study. Now what?*** You should review the available job listings online at <http://services.pepperdine.edu/studentemployment/>. You should then contact the supervisor of the job you are interested in and set up an interview.
- ❖ ***I've been offered and accepted a job. Now what?*** Once the department wants to hire you, you will fill out the necessary paperwork to activate your FWS award. You must complete the Form I-9, W-4, and Confidentiality Agreement **before** your first day of work for pay. You can complete this paperwork in the Student Employment Office, located at Tyler Campus Center Room 210, 310.506.4177.

To complete Form I-9 you must have original documentation establishing both identity and eligibility to work in the U.S. A complete list of acceptable documents can be found at [www.uscis.gov](http://www.uscis.gov).

YOU MAY NOT BEGIN WORKING AND WILL NOT BE PAID UNTIL YOU HAVE COMPLETED ALL OF THE NECESSARY PAPERWORK (including a FWS Contract, Form I-9 and tax documents).

- ❖ **Currently, the FWS award is for 10 hours a week.** Students may work more hours, but if will need to contact the Director of Financial Aid before doing so. Students are not permitted to work more than 20 hours per week.
- ❖ ***Can my Federal Work-Study earnings go toward my tuition?*** No. A FWS job is similar to many other jobs: you work for a two week pay period, submit a timesheet, and receive a paycheck which can be used for day-to-day living expenses (if you do not work, you do not get paid).
- ❖ ***How much can I expect to earn?*** Your FWS award refers only to the maximum amount that you are eligible to earn. You will be paid only for the hours that you work. Most students work about 10-15 hours per week (some work less and some work more.) **The per hour rate depends on the department and their budget**, but has been around \$12 per hour for graduate students. It is conceivable that you may earn less than the amount of your FWS

award if your schedule does not allow sufficient time, or if you simply choose not to work enough hours.

- ❖ ***Do I have to pay taxes on my FWS earnings?*** Income earned under the Federal Work-Study program is taxable. This does not automatically mean that you will be required to pay taxes. Some students are exempt from tax withholding. All students must complete a W-4 Form and I-9 Form, and submit proper identification (such as a U.S. Passport, or valid Drivers License and Social Security Card).