

FEDERAL WORK STUDY PROGRAM

How to obtain a FWS position

1. Complete a FAFSA each year by March 1st
 - a. Request FWS on FAFSA
2. Must complete FAFSA every year to determine eligibility
3. Check financial aid award on Gulfline to see if you have been offered FWS
4. Be enrolled at least half-time, be in a degree-seeking program and be meeting Satisfactory Academic Progress as determined by the Financial Aid Office
5. If offered, student will NOT be able to accept award on Gulfline; Financial Aid accepts award once the student has secured a position
6. Student is not guaranteed a FWS job even if they are offered FWS on their financial aid award
7. Check FGCU career services website for FWS job postings
 - a. <http://studentservices.fgcu.edu/Careers/employment.html>
8. Interview for position
9. Accept job offer
 - a. Hiring manager will send Payroll Action Form to Financial Aid Office
10. Complete HR sign on if new hire
11. Create work schedule with manager to maximize FWS award
12. Enter hours worked on Gulfline for each pay period
13. FWS students are paid every two weeks
14. Notify Financial Aid Office if you are no longer working or terminated from position