Federal Work Study Program
How to find a FWS Job

Typically, students begin their search for jobs once they arrive on campus. Jobs are posted on the myUM computer system (myum.miami.edu) and at the Office of Student Employment (Rhodes House, Bldg. 37K) one week before the start of the semester.

There are several types of positions available to students. General job categories include accounting, clerical, computer science, customer service, data entry, day care, food service, hospital/laboratory, law, library, public relations, recreation/sports, research, security and teaching/lecturing. Jobs are available both on and off campus because the FWS Program encourages participation in community-based services, most of the off-campus jobs are with non-profit agencies, serving the needs of the community.

The process is easy:
1. Receive a FWS award from the Office of Financial Assistance Services.
2. Complete financial registration.
3. Search for a FWS job.
4. Interview and get hired.
5. Bring a completed assignment form (SEAF-Part I) along with a photo ID establishing your identity (other than the Cane Card) and a document establishing work authorization, such as an original social security card, to the Office of Student Employment (Rhodes House, 37K).
6. Start working!

The Federal Work Study Program

Federal Work Study (FWS) provides jobs for undergraduate and graduate students with financial need. It gives students a chance to earn money to help pay for their educational expenses and provides valuable work experience.

Funding for the program is provided by the federal government so the Office of Financial Assistance Services awards FWS based on federal guidelines and the availability of federal funds.

To apply for FWS, you must complete the FAFSA by the priority deadline established by the Office of Financial Assistance Services and check “yes” to the question that asks “Interested in student employment?”

What it means to be a FWS student

FWS does not mean that you can study while at work. It means that you are eligible to work toward the amount you have been awarded and that the federal government subsidizes a percentage of your salary while your employer pays the rest. Your Financial Aid award will specify the total amount of money you can earn. Your total FWS award depends on when you applied, your level of need (after other aid has been offered to you), and the amount of FWS funds available.

Your pay is at least the current federal minimum hourly wage and is related to the type of work and skills required. You’ll receive a paycheck every two weeks.
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your pay is at least the current federal minimum hourly wage and is related to the type of work and skills required. you'll receive a paycheck every two weeks. you may work up to 20 hours per week while school is in session. and, remember, the amount you earn cannot exceed your total fws award. as a result, you and your employer should anticipate your earning potential in advance based on the hourly rate, number of hours per week, and number of weeks you'll work.
Am I eligible for Federal Work Study?

Not everyone is eligible for FWS. You must first apply by completing your Free Application for Federal Student Aid (FAFSA) and checking "yes" in the section "Are you interested in student employment?" Be sure to get your FAFSA processed on time for priority consideration.

Federal Work Study is a need-based program and the number of students applying for work study generally dictates whether the FWS funds are used. Please check with your Financial Aid Office to determine if work-study is available for you.

Will my award count as a credit against the charges on my registration bill?

No. Because the FWS award represents money to be earned, it will not be reflected on your registration bill and will not show as a credit on your registration bill.

How can I find a FWS job?

You may look for available FWS positions by logging onto your MyUMiami account at myumiami.miami.edu. Student Employment information is found under the tab labeled "Life at UM.",

And after being hired?

Your employer will complete the necessary paperwork and you will receive your FWS check. If you are paid by the hour, your employer will prepare an official time card for your services to your employer. You are now ready to work.

How much can I make?

Your pay will be at least the current minimum wage, but it may be higher depending on the work you do and the skills required. Off-campus positions may vary. Be prepared to offer higher wages since they should take into consideration additional time and transportation costs.

How will I be paid?

You will be paid by the hour. No FWS student may be paid by commission of fees. Paychecks are disbursed every two weeks, according to the University's Payroll Schedule. You must receive a 2020 income tax form in order to work. A U.S. Passport is also an approved document establishing your identity and authorization to work. At Student Employment, you will receive a SEF - Part 2 confirmation of your employment. Take this back to your employer. You are now ready to work.

Students initially schedule to 10 weeks to a maximum of 20 hours per week for Federal Work Study. The number of hours per week can be changed once the academic year begins. If you student is enrolled for summer classes at UM, your FWS award will be processed based on the number of hours you apply, you will need to apply to request FWS for the summer session in advance.

Can I reject my Federal Work Study award?

You may reject your Federal Work Study award for the academic year or the other programs included in my award.

Can I rework my Federal Work Study award without a FWS award?

You may be allowed to rework your Federal Work Study award if you are enrolled in the following programs: The Office of Financial Assistance Services, or the Office of Financial Aid Services in writing as soon as you decide to decline the award. This allows other eligible students to be awarded FWS. Your other work will not be affected. Keep in mind, however, that once you decide the award, you may not decline it.

If I decline my FWS award, do I have to repay this amount to the University?

No. FWS is an award to participate in an educational program where the funds are earned through work. The amount is not subject to reimbursement from your paycheck, you may be eligible for a tax refund, depending in your particular financial situation. You will receive a 1040-Z form from the University of Miami, it is in your best interest that you file a federal tax return with the IRS by April 15th.
Am I eligible for Federal Work Study?

Not everyone is eligible for FWS. You must first apply by completing the Free Application for Federal Student Aid (FAFSA) and check whether you are "interested in student employment." Be sure to set your FAFSA priority on time for priority consideration. Federal Work Study is a need-based program and the number of students applying for work study generally exceeds the FWS allotment.

Will my award count as a credit against the charges on my registration bill?

No. Because the FWS award represents money to be earned, it does not reduce any outstanding charges and will not show as a credit on your registration bill.

How can I find a FWS job?

You may look for available FWS positions by calling the Office of Student Employment, 305-284-6641.

And after being hired?

Your employer will complete the required paperwork for the Federal Work Study program. You will keep a copy of this documentation in your financial aid file. (Your employer will not receive your FWS award until all paperwork is completed.)

How much can I make?

Your pay will be at least the current minimum wage, but it may be higher depending on the work you do and the skills required. Off-campus employers typically pay higher wages since they should take into consideration additional transportation costs.

How will I be paid?

You will be paid by the hour. No FWS student may be paid by commission of fees. Paychecks are disbursed every two weeks, according to the Nostra Student Payroll Schedule. You must receive your pay in the form of a credit to your account, or you may choose to receive it in a bank account of your choice.

Can I work as many hours as I want?

We strongly suggest you work your required work schedule to no more than 20 hours per week while in session. And remember, the amount you earn will not exceed your total FWS award.

Students initially schedule 10 to 15 hours a week for a Federal Work Study job. The academic year, or if the student is enrolled for summer classes at UM, a separate work contract will be required. As long as you apply, you will be paid to complete a special application to request FWS for the number of hours you select.

If I don’t earn all of my FWS award, am I responsible to carry it over to the next academic year?

No. Unearned payments cannot be carried over to the next academic year or due to federal funding regulations. However, the amount of your FWS award that you earn and report to FWS is what is to be paid you in the next academic year. If, for example, you have a $2000 award, you may earn $1000 in the current year, or you may earn $1500 and $500 in the spring. (Note: However, the award is not guaranteed. If you choose not to work at all or if the fall work commitment does not carry your required number of hours, you will lose your award for the fall.)(Note: However, the award is not guaranteed. If you choose not to work at all or if the fall work commitment does not carry your required number of hours, you will lose your award for the fall.)

Can I reject my Federal Work Study award without notifying the Miami Commitment?

No. FWS awards are automatic and effective immediately.

Can I receive a Federal Work Study award at Miami and at another University?

This depends on the universities in question and your situation. Please discuss your plans with the Office of Student Employment.

Can I have a FWS award and also be assisted through the Miami Commitment? What’s the difference?

FWS awards are funded through the Office of Financial Assistance Services awarded to you based on your financial need. FWS and the Miami Commitment are separate programs. The availability for FWS and the Miami Commitment is a unique program to the University of Miami and independent from Federal financial need restrictions. Students who receive one program will not be able to receive the other.

Do I have to take this course to receive a FWS award?

No. If you are awarded a FWS award, you will have to work at the designated number of hours per week during the academic year. If you fail to work the required number of hours, you will lose your FWS award.

Can I change my FWS award amount that I was approved for during the financial aid year?

FWS awards are only modified for an academic year if you experience a change in your expected family contribution. The modification is affected by including the gross amount of your FWS wages on WorkOrder C of the FASA. Your FWS wage is determined based on your AGC and income from the FASA.

For more information:

Contact: Office of Student Employment
2100 Biscayne Blvd., Rm. 1501
Miami, FL 33139

Phone: 305-284-6774
Fax: 305-284-6768
Email: sus@mi.cc
Am I eligible for a Federal Work Study job? Not everyone is eligible for FWS. You must first apply by completing the Free Application for Federal Student Aid (FAFA) and checking the “Include to be considered for Federal Work Study” box to be eligible for Federal Work Study financial aid.

Will my award count as a credit against the charges on my registration bill? No. Because the FWS award represents money to be earned, it will not cover the cost of your tuition, fees, or room and board charges, and will not show as a credit on your registration bill.

How can I find a FWS job? You may look for available FWS positions by contacting staff at the University Career Center, your college’s career center, or the Office of Student Employment. Information about current positions is posted online on the University Career Center’s website.

And after being hired? A Student Employee’s Application for FWS (SAF)-Part 1 with the necessary steps to be completed will be given to you. This will include verification of credentials, the scheduling of an interview, and the determination of eligibility. You will then be scheduled for a paid training session, normally two hours in length. After successfully completing the paid training session, you will be assigned to work at the location specified on your application.

How much can I make? Your pay will be at least the current minimum wage, but it may be higher depending upon your work effort and the skills required. FWS funds are intended to provide up to 70% of a student’s needs, so you will not earn a full-time salary. We encourage you to think of FWS as a part-time job.

How will I be paid? You will be paid by the hour. No FWS student may be paid by commission of fees. Paychecks are disbursed every two weeks, according to the Normal Student Payroll Schedule. You must report to work in the manner required by the Office of Student Employment (students.miami.edu) to complete the necessary employment forms. A U.S. Passport is also an approved document establishing your identity and authorization to work. At Student Employment, you will receive a SAF-Part 2 after signing the application, and this is your FWS earnings statement. You are now ready to work.

Students usually schedule 10 to 15 hours a week for their FWS work experience. The academic year is defined as from one summer to the next, so a summer job does not count towards your weekly limit. If you agree to work 20 hours a week, you may work 10 hours a week during the summer.

If I don’t earn all of my FWS award, may I carry it over to the next academic year? No. Unused awards cannot be carried over to the next academic year due to federal funding regulations. However, the amount of your FWS award that you earn and not spend is carried forward to the next academic year and will appear on the next year’s SAF-Part 2 award. The Office of Financial Assistance will make this adjustment automatically.

What if my earnings reach my annual maximum? You are responsible for ensuring that you do not earn more than your FWS award total. Your department is notified if you are approaching your limit, and you are given the opportunity to stop working in time to avoid being affected. The department at the office of your award either requests you to stop working or make up your lost hours. You and the employer’s department are responsible for this adjustment and must be reported to the Office of Financial Assistance.

When must I stop working? The last day of the academic year is the last day that you may use your FWS funds. If you have earned all of your FWS award before the end of the summer, you cannot continue to work under the FWS programs. However, your department/head is notified of your earnings from the Office of Financial Aid and is responsible for making the necessary changes to your records.

Can I reject my Federal Work Study without incurring the Miami Commitment? What’s the penalty? The decision to decline your FWS award can be made at any time and for any legitimate reason; however, you may not exceed your total FWS earnings. If you do, the amount of your overaward will be deducted from your federal aid award.

I have a FWS award but was also awarded an outside Miami Commitment. What’s the penalty? FWS awards are subject to several reasons why you may choose not to work part-time the summer after you graduate. Notify the Office of Financial Assistance Services in writing as soon as you decide to decline the award. This allows other eligible students to be awarded FWS. Your other award will not be affected. Keep in mind, however, that once you decline the award, you cannot choose to participate later.

Decline my FWS award. How do I return any amount of the University? No, FWS funds are awarded to participate in an educational program where the funds are earned through work. The amount is not multiplied from your federal aid and therefore, will not be reduced if you choose to participate.

How are FWS wages considered in taxes? FWS wages are considered taxable income. If you do not receive your paycheck, you may be eligible for a tax refund, depending on your particular financial situation. You will receive a W-2 form from the University indicating your FWS and any other wages earned at the University of Miami. It’s in your best interest that you file a federal tax return with the IRS by April 15th.

University of Miami Office of Student Employment 1204 Dickson Dr. Coral Gables, FL 33145-2520

For more information:

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Will my award count as a credit against the charges on my registration bill?  
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How can I find a FWS job?  
You may look for available FWS positions by visiting myFSS at miami.edu. Student Employment information is found under the tab labeled “Life at UM.”

And after being hired?  
Your employer will complete the contract needed to create your FWS employment contract. This contract will list the wages, the hours per week, the pay period, the pay rate, and the position summary. You will need to turn in your completed contract to the Office of Financial Aid and Veterans Services.

How much can I make?  
Your pay will be at least the current minimum wage, but it may be higher depending on the type of work you do and the skills required. Off-campus positions may offer higher wages since they take more consideration into additional factors.

How will I be paid?  
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Staying employed  
You should not leave your FWS position unless you have a valid reason. If you leave your FWS position without a valid reason, you will need to repatriate your entire Federal Work Study Award.

Can I reject my Federal Work Study award?  
No. Your award is determined by the Miami Commitment. What's the award for?  
You will be notified about your FWS award and when you can expect to receive it. Your award is calculated on the basis of your financial need as determined by the processor of your financial aid application. The award is considered an unearned income award and is subject to federal income tax.

What are the deadlines for FWS work?  
Deadlines for reporting to work may differ. Requirements for your FWS payment may differ from those for other financial aid funds. For more information, contact the Office of Financial Aid and Veterans Services, 5th floor, 37K Dr. A. J. Cano Center, 3621 Coral Gables, Florida 33144.

Can I reapply for my FWS award?  
No. FWS awards are administered individually. The other programs included in my award?  
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