

### The Purpose of FWS

The purpose of Federal Work-Study is to provide part-time employment to students needing financial assistance and to encourage recipients to participate in community service activities. Additionally, by providing a wide range of employment opportunities, the Federal Work-Study helps students gain work experience that complements and reinforces their educational and career objectives.

Currently, 75 percent of the funding is allocated by the federal government, with the remaining 25 percent provided by the eligible institution. Federal Work-Study is administered in accordance with the laws, regulations, and other such instructions as may be issued by, or on behalf of, the Secretary of Education.

### How Do I Qualify?

You must first complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You

must also meet the general eligibility requirements and demonstrate financial need.

**FEDERAL WORK-STUDY FUNDS ARE LIMITED. TO BE CONSIDERED, PLEASE COMPLETE THE FAFSA BY THE PRIORITY DEADLINE: MARCH 1ST OF THE AWARD YEAR.**

### How Much Will I Receive?

Federal Work-Study awards range from \$500 to \$1,000 per semester and are paid once per month at a rate of \$7.25 per hour. All recipients are required to complete a timesheet electronically in order to be paid. Payroll dates are listed on the electronic timesheet.

### Where Will I Work?

Federal Work-Study recipients generally work on campus. However, off-campus employment is also available for students assigned to community service jobs.

You are allowed to work up to 20 hours per week and you **CANNOT WORK DURING ANY SCHEDULED CLASS TIME**, even if the class does not meet or dismisses early.

All students awarded Federal Work-Study must attend the ***mandatory work-study seminars*** held each semester and complete the required documents before reporting to their assigned work location.

If you have questions regarding Federal Work-Study, please contact:

Hortense Lockett  
Work-Study Coordinator  
(504) 816-4865  
[hlockett@dillard.edu](mailto:hlockett@dillard.edu)

### Federal Work Study Forms

There are several forms that must be completed before a student can begin work-study. The forms are distributed during the mandatory work-study seminars held each semester.