

# Federal Work Study

## I received Federal Work Study as part of my award! Now what?

If your financial aid award package includes Federal Work Study, you are eligible to work on campus. You may work up to the number of hours that translates to the dollar amount listed on your *Award Letter* within the period of time covered by your award. Wages paid for the 2011-2012 school year will be \$7.40 per hour. You will be paid directly with a check for hours you work on a monthly basis. These funds are not paid directly to your student account.

Defiance College administers an on-campus Job Fair at the beginning of the academic year in order to familiarize students with potential employment opportunities and to assist with the hiring process. We do not assign employment positions to students. At Defiance College, students obtain jobs by interviewing for openings listed on the financial aid web site at the beginning and during the school year. Job positions are posted on-line at [http://www.defiance.edu/pages/FA\\_workstudy\\_jobs.html](http://www.defiance.edu/pages/FA_workstudy_jobs.html)

Your work eligibility does not guarantee that specific positions will be available to you or that work opportunities will occur at times that are most convenient to you. Earnings will be contingent upon your election to work, and for that reason, the amount of your Federal Work Study eligibility listed on your *Award Letter* is not deducted from your bill. Remember that you will be responsible for payment of your charges from the College at the beginning of each semester, so you must not depend upon your Federal Work Study earnings to be available to you until you have worked your eligible hours.

### In order to begin work at Defiance College, you must submit to the Business Office:

- Defiance College Work Authorization Form completed by your DC employer
- An original photo ID (driver's license preferred) and an original of one of the following to verify your identity: Social Security Card, Birth Certificate, or Passport
- Federal and State required tax forms: Form I-9 Form, Employment Eligibility Verification; IRS Federal W-4 Form; and Ohio W-4 Form

### Why is Federal Work Study a benefit to you?

1. Federal Work Study is a source of funds to help you pay for your educational expenses.
2. Federal Work Study is generally more convenient than working for an off-campus employer. Your supervisor will generally be able to schedule your work hours around your class schedule and be more understanding of special times you may need to prepare for an upcoming exam or campus activity.
3. Federal Work Study keeps you connected to a Defiance College faculty or staff member who can be a resource for you when you may need help or guidance.
4. Federal Work Study can help you build your resume. For many students, employment offers significant work experiences related to their academic program of study and career preparation.