



Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083

FEDERAL WORK-STUDY (FWS) FACT SHEET

The Federal Work-Study Program enables students who demonstrate financial need (as determined by the FAFSA) to earn wages to help pay for educational related expenses. Most FWS positions are on campus in various departments. There are also off-campus community service opportunities available.

- **Step 1:** File for Federal Student Financial Assistance by completing the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov. Kean University's priority filing deadline is March 1st.
- **Step 2:** Submit all requested documents to the Office of Financial Aid. You will be notified of missing documents via your Kean email and KeanWise account.
- **Step 3:** If you receive an offer of FWS on your Award Letter, complete the FWS Application (available at <https://www.kean.edu/media/fws-application-19-20>) and submit it to the Office of Financial Aid. The FWS award is a notification of eligibility and does not guarantee job placement.
- **Step 4:** If you meet the FWS criteria, you will be referred to a department and given the necessary paperwork. Contact the Department Supervisor to schedule an interview. The supervisor will complete the job referral form if s/he agrees to hire you.
- **Step 5:** Bring the Job Referral form and all other paperwork to the FWS Coordinator in the Office of Financial Aid at **Center for Academic Success**, along with your Social Security Card and a photo ID.
- **Step 6:** You will be sent to the Office of Human Resources to complete additional paperwork. Your supervisor will be notified by Human Resources of your official start date once all paperwork has been processed.
- **STUDENTS MAY NOT BEGIN A FWS POSITION UNTIL ALL DOCUMENTS ARE COMPLETE AND APPROVED BY THE OFFICES OF FINANCIAL AID AND HUMAN RESOURCES. WORKING PRIOR TO APPROVAL FROM BOTH OFFICES MAY RESULT IN TERMINATION.**
- FWS students can work a maximum of 20 hours per week. The total number of hours you work may be limited by your financial need and the overall FWS budget. **All FWS students must stop working on the last day of the semester they are approved to work.**
- Available funding, job performance and Satisfactory Academic Progress are among the factors that must be evaluated each semester to determine continued eligibility. You must be registered for at least 3 credits each semester.