



AUWCL Financial Aid Off-Campus Federal Work-Study Policies for Public Interest Positions

Federal work-study (FWS) is a need-based federal financial aid program providing stipends to a limited number of qualifying applicants working for an eligible off-campus employer during the summer term.

Specific dates of requirements and deadlines are determined annually and are included in the announcements to students.

Qualifying applicant criteria:

- eligibility for federal financial aid with a valid Free Application for Federal Student Aid (FAFSA) on file with the AUWCL Financial Aid Office
- demonstrates systemic financial need
- commitment to public interest, including AUWCL sponsored programs and organizations
- must enroll* in degree-applicable summer courses (**3 or more credits**) for the full length of the summer term; externships may be eligible for FWS
- intends to continue enrollment at AUWCL in subsequent academic year
- fulfills satisfactory academic progress (SAP) requirement

How FWS awards affect the cost of attendance and financial aid eligibility:

- Students must enroll in degree-applicable summer courses (**3 or more credits**) for the full length of the summer term. FWS is included in the summer cost of attendance, and for students requesting maximum summer financial aid, the FWS award replaces loan funds borrowed for living expenses. More information on the receipt of FWS funds is found in the **FWS Program Details** section below.
- *Students may **appeal** with the AUWCL Financial Aid Office to **waive the three-credit enrollment requirement**; however, if approved, the summer FWS earnings must be applied to the fall semester financial aid and reduces federal loan and living expense refund eligibility.

Eligible FWS employers include:

- organizations that engage in community service
 - non-profit 501(c)(3) organizations within the United States
- United States government organizations, including local, state, and national (exceptions listed below)

Ineligible FWS employers include, but are not limited to:

- overseas organizations
- partisan political positions, including campaigns and working for a member of Congress
- positions that lobby the government

- religious organizations
- for-profit law firms (including private public interest firms)
- positions at the United States Department of Education

FWS Program Details

The maximum award is determined by the number of eligible applicants (capped at \$7,180). Students are expected to work between 35- 40 hours per week for a pre-determined (by the AUWCL Financial Aid Office) 10 week period. Hourly rate is the D.C. minimum wage. Priority will be given to students without alternate funding sources; FWS cannot be combined with EJP grant.

FWS positions are temporary and are not eligible for benefits, including accruing vacation time, sick leave, or paid holiday.

FWS positions are paid bi-weekly. Direct deposit (set-up via the MyAU portal) is the fastest method to receive payments. The first paycheck is received approximately two weeks after the end of the first pay period, as indicated on the timesheet.

Documentation Requirements

All offers of FWS are contingent upon the submission and approval of the following documents:

- FAFSA and FWS application
- Job and employer descriptions
- FWS student agreement
- Off-campus FWS employer agreement
- Hiring and tax documents

Failure to submit any of the above documents by the deadlines established by the AUWCL Financial Aid Office will result in a loss of eligibility.

Timesheets must be submitted to the AUWCL Financial Aid Office on a bi-weekly basis as outlined in the FWS student agreement. Failure to submit timesheets per the FWS student agreement will result in loss of eligibility.