

Office of Financial Aid and Scholarships

TO: College Community

FROM: Rebecca Hilts, Federal Work-Study Coordinator  
Mark J. Hill, Director of Financial Aid

RE: **Federal College Work-Study Request Policy  
Summer 2024 and Academic Year 2024-2025**

DATE: January 2024

Self-calculating request forms are available in electronic format at: <https://www.esf.edu/tuition-aid/financialaid/studentfws.php>

Attached to this memorandum you will find two (2) documents:

1. Policy and Procedure Memorandum on Federal College Work-Study
2. Federal College Work-Study Request Forms

The process to request student employees through the FWS Program will follow this procedure:

<b>Appropriate Action</b>	<b>Deadline Date</b>
1. Request for Federal Work-Study Student Employee forms delivered to faculty and staff by the Financial Aid Office.	<b>2/5/2024</b>
2. <b>[ALL DIVISIONS]</b> Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director.	<b>2/11/2024</b>
a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost provides Work-Study Allocations and allocation summary sheets to unit.	
3. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President)	<b>2/19/2024</b>
4. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> President/Vice Presidents review requests, determine allocation amount for each area, and return approved forms to Directors.	<b>2/26/2024</b>
a. <b>[ACADEMIC AFFAIRS ONLY]</b> Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost	
5. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Directors allocate available funds to each position in their area, notify the requesting individuals of that allocation, and then forward approved forms to Financial Aid Office for tracking and posting.	<b>3/4/2024</b>
a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost approves unit notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office	

**Notes:**

1. The summer 2024 wage rate will be \$15.00 per hour. The fall 2024 wage rate will be \$15.00 per hour. The spring 2025 wage rate will be \$15.00 per hour. \*\*unless otherwise notified by the Payroll Office.
2. Additional program information and forms can be accessed on the ESF website at <https://www.esf.edu/tuition-aid/financialaid/studentfws.php>