

Office of Financial Aid and Scholarships

TO: College Community
 FROM: Mark J. Hill, Director of Financial Aid
 RE: **Federal College Work-Study Request Policy
 Summer 2026 and Academic Year 2026-2027**
 DATE: April 2026

Request forms are available in electronic format at: <https://www.esf.edu/tuition-aid/financialaid/supervisorfws.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:

Appropriate Action	Deadline Date
1. Request for Federal Work-Study Student Employee forms delivered to faculty and staff by the Financial Aid Office.	4/9/2026
2. [ALL DIVISIONS] Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director.	4/17/2026
a. [ACADEMIC AFFAIRS ONLY] Provost provides Work-Study Allocations and allocation summary sheets to unit.	
3. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President)	4/24/2026
4. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] President/Vice Presidents review requests, determine allocation amount for each area, and return approved forms to Directors.	5/1/2026
a. [ACADEMIC AFFAIRS ONLY] Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost	
5. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] 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.	5/8/2026
a. [ACADEMIC AFFAIRS ONLY] Provost approves unit notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office	

Notes:

1. Summer 1 (May 1 - June 30) allocation amounts have been limited to account for excess FWS spending during the previous year.
2. The summer 2026 wage rate will be \$16.00 per hour. The fall 2026 wage rate will be \$16.00 per hour. The spring 2026 wage rate will be \$16.00 per hour. **unless otherwise notified by the Payroll Office.
3. Additional program information and forms can be accessed on the ESF website at <https://www.esf.edu/tuition-aid/financialaid/supervisorfws.php>