

WORK-STUDY PROGRAM INFORMATION AND FAQs

What is work-study?

Work-study is a form of need-based financial aid that allows students to work on campus (or with an approved off-campus employer) to earn money to pay for college expenses. It's not a grant (you must work to earn it), and it's not a loan (you don't have to repay it). Students with work-study will have it included in their financial aid package. Work-study awards are offered on an annual basis. **You must apply every year by submitting the FAFSA.**

For complete policies and procedures, visit <http://www.drew.edu/financialassistance/student-employment>

How do I accept my work-study award?

Log into TreeHouse. Go to the Financial Aid tab, click on the "View or Accept Award menu" tab and choose "Accept" next to Financial Aid work work-study. Click "Submit."

When and how do I find a job on campus?

Students awarded Federal Work Study have PRIORITY hiring between August 26th and September 13th.

Campus positions are posted on to DrewLink. Jobs will start to be posted online the third week in August. To search DrewLink new users must first register using their drew email address and the password "acorn". Select advanced search and select the position type "On-Campus Student Employment". Positions decrease rapidly as the fall semester progresses, so we strongly encourage students to start the job search as soon as possible.

There is no priority hiring period at the start of the spring semester.

What types of job are available on campus?

Positions vary. Some categories include: Athletics and Recreation, Catering and Hospitality, Computer, Financial, General Office, Human Services, Laboratory, Legal, Library, Media/Theatre/Arts, and Research and Teaching Assistants. You can contact any specific department that you may have an interest in to see if they have any openings. The Library, Athletics, Residence Life, University Technology, Student Activities, Registers Office, Admissions Office, Concert Hall, and most academic departments historically employ student workers.

Does Drew place students into specific jobs?

No. You will navigate a job search to find an ideal position for you. Be prepared to go on interviews to determine the right fit. You will also want to have a resume to submit or drop off in the various departments.

How will I be paid?

You will be paid in the form of a paycheck every two weeks. It will not be applied directly to your Drew tuition bill. Once you have been approved for a position a time-sheet will appear on your Tree-House screen. You will enter your hours online and electronically submit your time-sheet to your supervisor.

How much will I be paid?

The pay rate is directly related to the type of job you obtain. It is not contingent upon level in school.

Once I find a job, do I need to fill out any forms before I can start working?

Yes. All students are treated as employees of the University, and an I-9 and W-4 will need to be completed. One component of the I-9 is verifying authorization to work in the United States. You can pick the type of ID you present based on the list of acceptable documents requirements outlined in the Form I-9. Examples of these documents are: unexpired U.S. Passport, Permanent Resident Card, Social Security card, certified Birth Certificate, etc. Two forms of ID are required unless you have an unexpired U.S. Passport. Review the documentation requirements for the I-9 form at <https://www.irs.gov/pub/irs-pdf/fw4.pdf> and the W-4 form at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

******Please note photocopies of documents are not acceptable. You must have original documents. ******

Where can I get these forms and where do I bring my acceptable documents?

You can stop in the Student employment office to complete the required forms. Student Employment open hours are 12 PM- 2PM Monday through Friday. Both the [I-9](#) and [W-4](#) can be obtained online as well.

Can I have more than one campus job during the academic year?

It is recommended that you only have one work-study job at a time.

How many hours should I work?

Students typically work between 6-8 hours a week. We strongly recommend you keep track of your Federal Work Study awarded to you. **If you exhaust your Federal Work Study allocation your employer has the right to terminate your employment.** Please see the below wage/hours worked chart to get an idea of how many hours you can work at the example wage rates.

Example FWS Award Amount = \$2,400	Total # of hours you can work for the Academic Year	If you work 6 hours a week: Number of weeks you can work	If you work 10 hours a week: Number of weeks you can work	If you work 12 hours a week: Number of weeks you can work.
Example hourly wage rate :				
\$8.85	284	47	28	23
\$9.00	279	47	28	23
\$9.15	267	44	27	22

Do I have to earn a specific amount of money per semester?

No. You will determine your work hours with your supervisor. Some semesters you may have more classes than others, so you may need to reduce or increase your hours accordingly. The amount of work-study on your financial aid award letter is the gross amount of earnings you can receive for the 2017-2018 academic year.

Do I have to earn my full work-study award within the academic year?

No. This is the maximum amount of funds you can earn. There are no consequences for not earning the full amount of funds.

Is work-study taxed?

Yes. Work-study earnings are subject to taxation and you will need to complete a W-4 to indicate the number of exemptions for withholding.

When can I begin working?

Once you have been selected for a position your supervisor will need to complete the Campus Student Employment Form. In order for you to be approved for the position you need to have completed and returned the hiring paperwork to the Center for Internships and Career Development located in Sycamore Cottage. Once all of your documentation has been processed a confirmation email will be sent out to both you and your supervisor.

DO NOT START WORKING UNTIL YOU HAVE SUBMITTED ALL YOUR REQUIRED PAPERWORK AND HAVE BEEN APPROVED FOR EMPLOYMENT.

Should I accept work-study?

Work-study positions are generally on campus and the supervisors may be more flexible than off-campus positions. Student workers gain valuable office and technical skills and may perform work that may relate to a future career. If you accept your award and decide not to work on campus you will not be penalized. Your award is not an obligation.

What if I do not find a job?

If you are having trouble finding a position feel free to contact the Student Employment Office at career@drew.edu Student Employment Open Hours: 12 PM - 2 PM Monday through Friday. The office is located in the Center for Internships and Career Development, Sycamore Cottage.