FEDERAL WORK STUDY (FWS) STUDENT EMPLOYMENT PROGRAM FACT SHEET

The FWS program provides part-time employment to students who need the income to help meet college costs. FWS funds are not credited to your student’s tuition account like other aid programs because work study funds are not yet earned. Earnings from work study positions are paid directly to you the student for work completed.

If you were offered and accepted FWS for the 2015-2016 school year:

- Pick up your 2015-2016 FWS Employment Contract from the Financial Aid Office located in Room # 108 of Brother Jerome West Hall.

- Review a list of current job openings by visiting the Career Development Center’s website: www.stmarys-ca.edu/career-center/gaelink-jobs-internships. Your SMC user name and password is required to access this site. FWS jobs will be identified on the website with “FWS” in red lettering.

- Complete the “On-Campus Student Employment Application Form” at the above website and print it out.

- Attach a copy of your 2015-16 FWS Employment Contract or your 2015/16 Financial Aid Award Letter to your completed “On Campus Student Employment Application” documenting your FWS eligibility.

- BE SURE TO GIVE THE ORIGINAL COPY OF YOUR 15/16 FWS Contract to your hiring supervisor once you have been hired for a FWS position. Resumes cannot be submitted to a department/hiring supervisor in lieu of the “On Campus Student Employment Application”.

If you have questions about this process contact the Financial Aid Office at 925.631.4370 or email: finaid@stmarys-ca.edu.