

The Federal Work-Study Program

is a campus-based federal financial aid program that provides federal funds to the Pepperdine University School of Public Policy so that we may employ students in part-time on-campus jobs. As with all forms of aid, students must first file the required applications and demonstrate sufficient financial need to be eligible. We have answered some common FWS-related questions below.

- ❖ ***What forms must I fill out to be eligible for FWS?*** You must file the Free Application for Federal Student Aid (FAFSA). We may then consider you for the FWS program.
- ❖ ***My financial aid package includes Federal Work-Study. Now what?*** You should review the available job listings online at:
<https://community.pepperdine.edu/studentemployment/currentstudents/howtofindjobs.htm>
You should then contact the supervisor of the job you are interested in and set up an interview.
- ❖ ***I've been offered and accepted a job. Now what?*** Once the department wants to hire you, you will fill out the necessary paperwork to activate your FWS award. You must complete the Form I-9, W-4, Confidentiality Agreement, and Computer Network Use Policy Agreement **before** your first day of work for pay. To submit the required essential paperwork, you can review all requirements here:
<https://community.pepperdine.edu/studentemployment/currentstudents/hiringprocess.htm>
To complete Form I-9, you must have original documentation establishing both identity and eligibility to work in the U.S. A complete list of acceptable documents can be found at
<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
YOU MAY NOT BEGIN WORKING AND WILL NOT BE HIRED AS A PEPPERDINE EMPLOYEE UNTIL YOU HAVE COMPLETED ALL OF THE NECESSARY PAPERWORK (including a FWS Contract, Form I-9, and tax documents).
- ❖ ***Currently, the FWS award is for 10 hours a week.*** Students may work more hours; however, they will need to contact the Director of Financial Aid before doing so. Students are not permitted to work more than 20 hours per week.
- ❖ ***Can my Federal Work-Study earnings go toward my tuition?*** No. A FWS job is similar to many other jobs: you work for a two-week pay period, submit a time sheet, and receive a paycheck, which can be used for day-to-day living expenses (if you do not work, you do not get paid).
- ❖ ***How much can I expect to earn?*** Your FWS award refers only to the maximum amount that you are eligible to earn. You will be paid only for the hours that you work. Most students work about 10-15 hours per week (some work less and some work more). The per-hour **rate depends on the department and its budget, and applicable wage laws**. It is conceivable that you may earn less than the amount of your FWS award if your schedule does not allow sufficient time, or if you simply choose not to work enough hours.
- ❖ ***Do I have to pay taxes on my FWS earnings?*** Income earned under the Federal Work-Study program is subject to Federal and State Income Tax. Students enrolled at least half-time are exempt from the Social Security and Medicare (FICA) tax. The income tax is calculated based on the student's selection when completing the form W-4.