



ALVERNO COLLEGE
ESTABLISHED 1887

Frequently Asked Questions (FAQs) about Student Employment

How do I get a job on campus?

- Visit www.alverno.edu/campusjobs for job descriptions. Once you have found the position you are interested in, you can apply via our online application, which is linked from the same page. If you are a newly admitted student, you can start applying up to a month before classes begin.

What is Federal Work Study (FWS)?

- The Federal Work Study Grant is a need-based work program. The amount you are eligible for is based on your Cost of Attendance (COA), Expected Family Contribution (EFC), your enrollment status and your remaining need after all other sources of aid are considered. You must be enrolled at least half-time for each semester you receive FWS. During the summer session and during breaks you must be enrolled at least half-time for the subsequent semester.

How do I get paid/how do I pay my tuition?

- If you do have a tuition balance, you should have worked out specific payment arrangements with the Business Office by filling out your Educational Loan Agreement (ELA) prior to the start of the semester. Student employees are paid through payroll just like regular Alverno employees. You can sign up for direct deposit or receive a paper check. If you are using those funds to help pay for tuition, you would simply use the funds you deposited or cashed to make your scheduled payment to the Business Office. You must set-up payment arrangements (a payment plan) with the Business Office before the start of every semester, regardless of whether or not you plan to work on campus.

Why was I awarded FWS? I'm not interested in working on campus.

- All first-time students with FWS eligibility in their current package are awarded FWS per our packaging policy. If you do not work on campus, FWS will not be disbursed to your account. To calculate your new balance due, subtract your FWS award from your total aid. You'll need to make payment arrangements for this amount with Business Office each semester.

I'm not eligible for FWS; can I still work on campus?

- Yes. The only real difference between students receiving FWS and students working regular on-campus jobs is the source of the funding. In both cases students receive a paycheck through payroll, which can then be used to pay any tuition balance.

If I'm eligible for FWS do I have to work on campus?

- In order to receive FWS funds, you must have a job that's approved for the FWS program. All student jobs on campus are approved for FWS. If you are eligible for FWS, but choose to work off-campus, you will not receive any FWS funds as part of your Financial Aid package.

I think I should be eligible for FWS, but I didn't receive any. Why not?

- You must have sufficient need after other need-based aid has been awarded and be **registered for** at least 6 credits to qualify for FWS. If at any point you drop below 6 credits, you lose eligibility for most types of financial aid, including FWS.

Is priority for campus jobs given to FWS students?

- FWS students and students who have worked in the position previously are given priority at the beginning of the semester up until official enrollment. After official enrollment, positions are open to all. Open positions go through a standard hiring process where the student submits an application, cover letter and resume, and the hiring manager determines the best fit for the position.

What will happen to my FWS award if I stop working on campus?

- You will no longer receive FWS funds if you do not work. You must work to receive any packaged amount of FWS.

Why is my FWS more/less this year than last year?

- Your eligibility changes each year with the financial aid formula. Since your Cost of Attendance (COA) and Expected Family Contribution (EFC) change from year to year, so will your need and your eligibility for need-based aid like Federal Work Study.

What if I was eligible for FWS last year but I wasn't this year?

- You can still continue to work, the source of your funding will change on the back end, but the entire process will stay the same for you. The Financial Aid Office will monitor eligibility each semester.

Is there a tax benefit to being paid as a FWS student?

- Yes, certain benefits apply to all campus employment, some benefits are just for FWS students. As a benefit for all student employees, FICA (Social Security and Medicare, including OASDI) taxes do not apply to service performed by students employed by a school, college or university where the student is pursuing a course of study. As a benefit for FWS students, FWS earnings are excludable from income on the FAFSA. Federal Work Study earnings are not exempt from taxation, however. You must claim FWS earnings on your federal and state income tax according to normal state and IRS tax code.

Why did my amount of FWS change?

- If you receive other aid after your initial FWS amount was calculated, it can affect the amount of FWS you can receive. For example, if you receive a new scholarship and don't have enough need in your package, the amount of FWS may be reduced. Similarly, if your FWS award causes you to be over your COA, we must return loan funds.

How is my wage rate determined?

- Wage rates are determined according to the duties of the position and therefore vary by position. All jobs on campus pay at least minimum wage. Positions generally pay the same regardless of their funding source.

For additional questions, please contact the Financial Aid Office.

