

### What is Federal Work Study?

**Federal Work Study (FWS)** is a form of financial aid that provides employment opportunities to help students meet educationally related expenses. An undergraduate, graduate or professional degree student that is accepted into enrollment at least half-time and demonstrates financial need may be eligible for FWS.

**\*Award Eligibility** is often based on the below criteria:

- Must be enrolled at least half time and as an undergraduate, graduate or professional degree seeking student.
- Completed and submitted the FAFSA (Free Application for Federal Student Aid)
- Demonstrates financial need

**\*Please Note:** International, Global Gateway, Continuing Education students and full-time UVM employees are not eligible for hire into Federal Work Study positions.

### Important Deadlines

Students must accept their award AND be hired into a Federal Work Study job (maximum of three) through JobX, by the dates below or the student's **FULL** award will be canceled:

- **\*Fall Award Only or Full Academic Year Awards: October 1**
- **Spring Award Only: February 15**

**\*Please Note:** Students that wish to cancel the fall portion but keep the spring semester, must email [sfs@uvm.edu](mailto:sfs@uvm.edu) on or before **October 1**.

### Steps to Accept Federal Work Study

1. Log into MyUVM portal (<https://myuvm.uvm.edu/>) and navigate to the tab titled Student Financial Services.
2. Under the Financial Aid banner, click "View My Award", and choose the applicable Aid Year.
3. Select the "Resources/Additional Information" and submit your Title IV authorization. **This is required before student is able to accept and/or decline any offered funds.**
4. When step three is completed, the tab titled "Accept Award Offer" will be accessible and student will be able to accept or decline their Federal Work Study award.
5. Once Federal Work Study has been accepted AND the student has registered for Fall and/or Spring classes, the student will be able to view and apply for Federal Work Study jobs listed on [JobX](#) and create a [JobMail Subscription](#) for future Work Study job listings.

### Student Notifications

1. Federal Work Study awarded students that have not accepted their award, will receive deadline notifications (see Important Deadline section above) from the department of Student Financial Services on or around the following dates:
  - Fall Only or Full Year: September 1 and again on September 15.
  - Spring Only: January 10 and again on February 1.
2. Payroll Notifications regarding the amount earned in Federal Work Study will be emailed to the student on pay issue date "pay day". The remaining work study balance will also appear in this notification.