



St. John's University
Office of Student Financial Services
Federal Work-Study 2025-2026

What is Federal Work Study (FWS)?

The Federal Work-Study (FWS) program is a federally funded part time job program for college students. The program creates employment opportunities for students to earn funds to assist with their educational expenses. Students are responsible for finding qualified employment to earn funds offered. Funds earned are not applied to the student's account but are paid via a bi-weekly paycheck. **The Federal work-study eligibility in your Financial Aid Package does not guarantee you a job. There are a limited number of FWS jobs available. The earlier you accept the work study award and complete the on-line application process the greater your chances for FWS employment.**

Who is eligible?

Federal Work-Study eligibility is determined by the Office of Student Financial Services. To be eligible a student must be matriculated and enrolled as a full-time student. Eligibility is based on need as determined by the FAFSA, the availability of federal funds, and file FAFSA by the University priority deadline March 1st. Recipients of this program must be making satisfactory academic progress.

How much can I earn?

The current rate of pay for FWS students is \$16.50/hr. Check your 2025-2026 Financial Aid Package to see the maximum amount you may earn from Federal Work Study this school year. During the term, most work study students work 10-20 hours per week. Depending on the needs of the job and the availability of FWS funds, you may work full-time during school break periods if you still have work study funds available.

How do I get paid?

You are paid bi-weekly based on the actual number of hours you work per week. You can be paid by check or set up Direct Deposit with St. John's Payroll Office so that your pay can be deposited directly into your bank account. At St. John's work study earnings do not get deducted from tuition.

Are FWS Funds Taxable?

FWS earnings are considered taxable income. You may be required to file a tax return.

How do I find a job?

In the beginning of the fall term, the Office of Student Employment and University Career Services host an **On Campus Employment Fair**. The fair provides students with the opportunity to meet with supervisors from various campus departments who want to hire student workers. Representatives review and provide feedback on student resumes, coach students on connecting with potential employers, model professional attire, and provide tips on how to navigate the fair. FWS job openings are also posted on the Student Employment webpage at <https://www.stjohns.edu/recruitment/student-employment>. This webpage also provides information about the online job application process. While FWS jobs are available both on and off-campus, most are on campus. Through the online job application process, you can review all FWS job openings and may apply for up to 3 different job positions. Be sure to complete the on-line job application as instructed. Some departments may require a resume as well. If you need help with your resume, check out St. John's **Career Services** webpage or log onto <https://www.stjohns.edu/my-st-johns/career-services>

Due to limited FWS availability and funding, you must begin the online job application process within 30 days after the start of classes or your FWS offer may be canceled.

Where Can I Work?

On-Campus

If you would like the convenience and flexibility of working on campus you might decide to apply for an on-campus work study job. Many different offices on campus hire FWS students and provide interesting and beneficial work experience.

Off-Campus Community Service FWS jobs are available through St. John's community service departments: Speech & Hearing Center, Upward Bound, Center for Psychological Services, CLACS and Liberty Partnership.

How do I apply for a Federal Work Study job?

Step 1 Accept your College Work Study by logging in to your NEW UIS account <https://www.stjohns.edu/myfinancialaid> and following the instructions below:

- Go to "Financial Aid."
- Click on "Home"

- Select the 2025–26 aid year on the top right.
- Click on the “OFFER” tab.
- Scroll down to the WORK section.
- Click on the drop-down menu under Take Action on the right.
- Select Accept or Decline your Work-Study award.
- Click on Submit

Step 2 Apply for Work Study positions

New Freshmen and New Transfer Students: (must have paid enrollment deposit before beginning application process)

Continuing Students: (must be pre-registered for fall 2025)

- Go to the Student Employment page for step-by-step instructions at <https://www.stjohns.edu/recruitment/student-employment>.
- Scroll down to the center of the page and click on the Student Employment Application to begin the application
- Complete the online job application for up to 3 positions
- Hiring managers will contact you to follow up for an interview if you fit their job criteria then you must complete required Human Resources paperwork --which the Office of Student Employment will provide

When can I start working?

Once you complete the online job application it will be reviewed by the Office of Student Employment. If you fit a job opening, you will be contacted regarding the interview process. If you accept a job placement, you must submit all necessary documentation, including all financial aid requirements. Your job supervisor and the Office of Student Employment will provide you with a job start date. You may begin working as early as July 1, 2025. You are not permitted to work during scheduled class time, even if the class was cancelled with exception to University approved class holidays i.e. Spring Break or Winter Break.

How do I keep track of FWS earnings, so I do not exceed Work-Study Earnings Limit?

Monitor your College Work Study award by logging in to your NEW UIS account <https://www.stjohns.edu/myfinancialaid> and follow the instructions below:

- Go to “Financial Aid.”
- Click on “Financial Aid History”
- Select the current aid year from the drop-down menu
- Scroll down to the WORK section.
- Then using the columns on the right subtract “Accepted Amount” from “Paid Amount” to calculate the amount you have remaining to earn through FWS.

Please note:

Your Federal Work Study earnings are paid with limited federal funds. Your FWS earnings limit may be reduced if your financial need changes during the school year or if funding is exhausted.

What are my responsibilities as a Federal College Work Study employee?

- Dress appropriately and Report to work promptly as scheduled
- Accurately report actual hours worked on the web time reporting system
- Monitor your work study earnings and inform your supervisor if nearing your limit
- Perform your assigned tasks to the best of your ability
- Refrain from conducting personal business on the job, e.g. course assignments and/or other personal work
- Maintain confidentiality of office
- Notify your supervisor if you will be late or unable to work
- Provide your supervisor with at least two weeks’ notice if you decide to resign
- Complete the online New Student Employment Orientation from the Office of Human Resources

Is FWS Renewable?

FWS is renewable providing the following:

- Annual FAFSA on file with the University by St. John’s priority FAFSA filing deadline
- Demonstrate financial need
- Have worked as FWS student and earned at least \$1,000 from your previous year’s award
- Maintain Satisfactory Academic Progress and maintain a cumulative GPA of at least 2.0 and complete 12 credits per semester to participate in the work study program. If your cumulative GPA falls below 2.0 or you do not maintain 12 credits while working your employment may be terminated

Questions?

If you have any questions regarding this Federal Work-Study program, please call the Office of Student Financial Services at (718) 990-2000.