
Fact #1

Your work-study eligibility is determined by your completed Free Application for Federal Student Aid (FAFSA.) You can complete the FAFSA online at www.fafsa.ed.gov, or mail it to the federal processor. If you do not have your FSA ID (to be used as your signature with electronic filing) go to <https://fsaid.ed.gov/npas/index.htm>. You can pick up a paper FAFSA in our office, or we can mail a copy upon request. *Be sure to include our school code of 001927, so we get your FAFSA results.*

Fact #2

Your work-study offer will be part of your online award letter. Follow the procedures outlined in your Award Notification to accept/decline the offer.

Fact #3

The Federal Work-Study Program provides you with an opportunity for you to work part-time and earn a portion of your educational costs. This is money you earn and don't have to pay back. Job positions are available both on and off campus, the salary is the current ESU student employee hourly rate, and paychecks are issued bi-weekly either by direct deposit or mail. The maximum yearly award for a full-time student at ESU is \$3,000. Your eligibility for work-study may be less due to FAFSA calculated need and other aid awarded.

Fact #4

To earn work-study funds, you must apply for work-study eligible positions. Positions can be viewed online at <http://www.emporia.edu/humres/jobs/student/index.html> After you are hired, you must complete the appropriate paperwork given to you by the employer. These documents **MUST** be completed **BEFORE YOU START WORKING**. You will not be paid for hours worked UNTIL this paperwork is completed.

Fact #5

A work-study offer does not guarantee employment or that you will earn the amount that is indicated. Finding a work-study job will take some time and effort on your part. Assess your skills and abilities. What do you like to do? What experience do you have? What type of job environment are you looking for? This is a wonderful opportunity to supplement your education and earn money at the same time.

Fact #6

You can also contact our office for other employment opportunities, which include: **(a) Family Literacy Programs, formerly known as America Reads/Counts**, give you the opportunity to work as reading or mathematics tutor. You must be work-study eligible for these programs. To find out more, contact the Office of Financial Aid, Scholarships, & Veterans Services for details. **(b) Federal Work-Study Community Service Program** is an opportunity to provide useful services to the university and community. Jobs are located both on and off campus. This program is administered by the Office of Financial Aid, Scholarships, & Veterans Services and you must be work-study eligible to participate. **(c) Youth Education Services Program** allows Kansas resident students to provide mentoring, tutoring and leadership to "at risk" elementary and secondary students. See the Office of Financial Aid, Scholarships, & Veterans Services for details. **(d) Kansas Career Work-Study Program** is for Kansas resident students looking for employment in their field of study. See the Office of Financial Aid, Scholarships, & Veterans Services for details. **(e) Regular** (non-need based) **employment** opportunities are posted online at <http://www.emporia.edu/humres/jobs/student/index.html> Postings provide employer contact information and a brief description of the position.

Note: It is suggested that student employees work a maximum of 15 hours per week while classes are in session in order to have sufficient time for out-of-class studies and campus involvement. Remember, to complete degree requirements within four years, an average of 15 to 17 hours of course work must be completed per semester.

Remember, information on available jobs can be found at
<http://www.emporia.edu/humres/jobs/student/index.html>