

Federal Work Study Award Disclaimer

The amounts and types of a student's aid is determined by the financial aid information provided by students and parents on the Free Application for Federal Student Aid (FAFSA). Eligibility for financial aid must be re-established each year by renewing the FAFSA. Eligibility for Federal Work Study (FWS) is determined for students at the time awarding is completed and computed to the maximum amount possible in accordance with the student's need analysis and the availability of funds.

Students may receive additional scholarships, employee spouse/dependent discounts, or other types of aid during the year of which the Office of Financial Aid was not previously made aware, causing changes in the student's financial aid award package. It is also not unusual for a student to change their level of enrollment, their loan status, or even take a leave of absence. These changes may result in the reduction or loss of FWS funding for the student.

The University reserves the right to adjust the student's award if conditions are found to be different from those stated in his/her FAFSA. In addition, the University reserves the right to adjust his/her award under the following conditions:

1. The student's family conditions change during the year.
2. The student receives financial support from a source other than the aid listed at the time of initial awarding.
3. The student does not maintain the enrolled hours used to determine their eligibility at the time of awarding. (It is the student's responsibility to notify the Office of Financial Aid of any change in his/her enrollment.)
4. Human or computer error was made while determining the award.

Supervisors accept and acknowledge that any monies earned above the student's original or adjusted FWS award is the 100% responsibility of the employing department or agency. FWS employers also understand that in a few rare situations, receipt of other resources may result in adjustments to the student's aid and return of funds after disbursement. In most cases, the hiring department will be responsible for repaying all or a portion of the 75% of the student's wages previously paid by FWS funding.

If an FWS employee has begun working before the Student Job Assignment form is completed, the department will be responsible for paying 100% of the employee's earnings. If an FWS employee has earned the entire award before the end date of their assignment, FWS compensation ends and the student is removed from payroll. However, at the discretion of the employer, the FWS employee may be hired as a part-time hourly worker. Supervisors will **NOT** be notified through Workday of an employee's earnings so they will need to work with the employee to ensure earnings do not exceed the awarded work study amount.

Because FWS is an aid source, enrollment is required. Students who drop below half-time (6 hours) or completely withdraw from classes for a term must cease working effective the date they drop below half time or the date of withdrawal. Supervisors will **NOT** be notified through Workday of an employee's enrollment status so they will need to work with the employee to ensure enrollment status is being met.

FWS employees are **NOT** eligible for fringe benefits such as insurance or compensation for lunch periods, holidays, sick leave, vacation, or time off for inclement weather.

By signing the **University of Arkansas Federal Work Study Program Student Job Assignment** form for each FWS student hired by the department, both the Supervisors and the Departmental Payroll Representatives verify they have read, understand, and will abide by all of the rules and regulations listed on the FWS Award Disclaimer.