

# FEDERAL WORK STUDY POLICY

---

## Policy Scope

---

The following policy applies to all UNMC students receiving federal work study funds.

## Policy Statement

---

Federal Work Study is a federally funded financial aid program that allows students with need to work part-time, typically on-campus jobs, while attending school to pay for college expenses. The salary for student workers is shared between the federal government (75%) and the department (25%) hiring the student. Students in Graduate Assistantship positions cannot participate in Federal Work Study.

1. Students must complete a FAFSA (Free Application for Federal Student Aid) to demonstrate financial need.
2. Depending on student eligibility, as defined by their work study award, students awarded funding may work a maximum of 20 hours/week during periods of enrollment and up to 40 hours/week during semester break periods and during the summer when the student is not enrolled in summer courses.
3. Work Study positions are posted in Handshake and students apply for these positions in Handshake. The hiring department/supervisor may request a resume and conduct interviews with applicants prior to offering the position.

**Effective Date:** November 21, 2013

**Revised Date:** 6/20/2023

**Policy Process Applied:** Standard

**Policy Review Cycle:** Three Years

**Responsible University Administrator(s):** Dr. Philip Covington, Associate Vice Chancellor for Student Success

**Responsible University Office(s):** Financial Aid Office

**Policy Contact:** Paula Kohles (pkohles@unmc.edu), Director, Financial Aid