

Federal Work-Study

SVA Office of Financial Aid
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What is Federal Work-Study (FWS)?

The Federal Work-Study (FWS) program provides potential job opportunities for undergraduate and graduate students with financial need who are enrolled at least part-time. FWS allows students to earn money to help pay education and/or personal expenses. Students who are awarded FWS earn salaries at an hourly rate until their award allocation is exhausted. This salary is paid directly to the student and does not come off of the SVA bill.

How do I apply for FWS?

- Students are deemed eligible for FWS by the Office of Financial Aid after they have successfully completed their FAFSA form and have met the awarding criteria. Also, students must attend a SVA Mandated Entrance Interview. These sessions occur during Orientation and throughout the academic year.
- During the above mentioned session, forms are handed out and must be completed and returned to the Office of Financial Aid. The FWS Fact Sheet form, which is provided during the Entrance Interview, must be completed and returned so that the student can receive the list of available jobs.
- A listing of available jobs will be sent to the student's MySVA email account approximately one week after they submit their FWS Fact Sheet form to the Office of Financial Aid.

What if I am not eligible for FWS?

- The Federal Work Study program is available to US Citizens and permanent residents based on income eligibility as determined by the FAFSA. International students can not apply to participate in the Federal Work Study program.
- If you are not eligible for FWS, please contact the Office of Career Development at 212.592.2370 or internship@sva.edu for possible student worker positions.

What employment opportunities are available through FWS?

- On and off campus position
 - Varies depending on availability
- Public Service Corps
 - A New York City agency that offers job opportunities for our college students
 - Variety of jobs, with positions in such places as the public library, city day care centers, hospitals and the Human Resource department for the City of New York.
- America Reads
 - College students working in after school programs, helping young children learn how to read.

What's next after reviewing the job listing?

- It is the student's responsibility to contact and schedule an interview with the FWS employer. Our employers are participants in the FWS program and are aware our students are contacting them regarding open positions.
- Once you schedule your appointment, remember to bring a resume and dress appropriately.
- For assistance in writing a resume, please contact the Office of Career Development at 212.592.2370 or cd@sva.edu.
- If you are interested in the Public Service Corps or America Reads, please return the application form (completed and signed) that was handed out during the Entrance Interview session, along with your resume to the Office of Financial Aid.
 - Our office will forward your application to Public Service Corps and you should hear from them via email within 2-3 weeks with information on scheduling an interview.
 - If you do not hear from them regarding your application, please contact them at 212.386.6446 or stop by our office for follow up.

How much can I earn?

Students may earn up to \$5,000 by the end of the academic year.

On campus and Off campus pay rate:

- \$9 per hour for Freshmen & Sophomores
- \$10 per hour for Juniors & Seniors
- \$11 per hour for Graduates

How much can I work?

You are allowed to work a maximum of 20 hours per week during the fall and spring semesters. Work schedules are flexible and created around class schedules.

Students are required to take a 30 minute break if they have worked 6 to 7.5 consecutive hours per day, and a 1 hour break after 8 or more consecutive hours per day.

Once I am hired, how do I get paid?

On Campus Positions

- Complete payroll forms with your On Campus Supervisor
- Timesheets completed online, via My.SVA.edu
- Paycheck available via direct deposit or from your On Campus Supervisor

Off Campus Positions

- Complete payroll forms and timesheets with your Off Campus Employer
- Timesheets completed online, via My.SVA.edu
- Paycheck available from the Off Campus Employer

Payroll Process for Public Service Corps & America Reads

- Complete payroll forms and timesheets with the Public Service Corps.
- Paycheck available via direct deposit or for pick up in the SVA Office of Student Accounts

Any issues with timesheets, payroll and/or pay checks should first be addressed to your supervisor.