If I Am Awarded FWS, Do I Have to Work?

No! You do not have to accept FWS as part of your financial aid award. If you decline your FWS award, you must notify the Office of Financial Aid in writing you are doing so.

How Do I Find A Job?

When you accept FWS, it is your responsibility to secure employment. Throughout the school year, jobs are posted on College Central - the Career Center’s on-line job board. You can view these jobs by logging onto http://www.collegecentral.com/cia/

Work Study Referral Form

Contact the supervisor on the job posting to arrange for an interview.

If you are hired for the job, you must complete the necessary paperwork (tax forms, I-9 form, and direct deposit form and a Work Study Referral Form). The Work Study Referral Form serves as the contract between you, your supervisor, and the Office of Financial Aid (OFA). It must be signed by all parties and returned to the OFA before you begin your job. Under NO circumstances are you to begin working before this process is complete or you will not be paid. Each academic year, a new Referral Form must be completed and on file in the OFA for each job that you work.

How Do I Reapply For FWS Next Year?

Submit the FAFSA (Free Application for Federal Student Aid) each year to determine your eligibility for FWS (and other types of financial aid). If you do not have a PIN then you must first apply for a U.S. Department of Education PIN at www.pin.ed.gov. You can use your PIN to:

• Sign your FAFSA on the Web electronically

• Review and correct answers on your Student Aid Report (SAR)

• Reapply for student aid every year you are in school

• If you are a dependent student, your parent(s) must apply for a PIN to process your FAFSA application. Once you have your PIN you can then apply online at www.fafsa.ed.gov. All other forms required by the CIA’s Office of Financial Aid must also be received to determine your FWS eligibility.

The Priority Deadline for Applying for Financial Aid for the Next Academic Year is March 15th.

Funding for FWS is limited, with monies going to applicants who submit the FAFSA so it is received no later than March 15th. Additional funds may become available throughout the year because all eligible students may not have the entire amount awarded to them. Some students can be considered for FWS and those awarded FWS might be able to receive an increase if one is approved by the OFA and funds are still available. Play it safe; do not count on earning more than your original award.
Welcome to the 2011-2012 Federal Work Study Program

The Federal Work Study program is designed to assist students who demonstrate financial need. The program provides qualified students with employment opportunities on and off campus in the University Circle area. The money you earn from the program may be used for tuition, fees, room, board, books, and any other educational expenses. These funds are not counted as an asset when you apply for financial aid for the next academic year.

This brochure should answer many, if not all, of your questions about the Federal Work Study program. Please direct other questions about finding jobs to the Career Center located in JMC 120 and questions about timesheets and payroll to the Office of Financial Aid, located in Room 206F on the second floor of the Gund Building. Office hours are Monday through Friday, 8:30am to 4:30pm. We wish you the very best during your Work Study experience at the Institute. Good Luck!

Sincerely,

Amy Goldman Director, Career Center
216.421. 8073
Agoldman@cia.edu

Delores Hall Assistant Director, Financial Aid
216.421.7425
dhall@cia.edu

Make Work Study A Success

Begin your new job in a positive way. Know what your supervisor expects from you. Know your responsibilities. Ask questions, take initiative, and learn as much as you can. Ask for your supervisor's telephone number and share yours, too, to stay in touch in case of emergencies. Each work study job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions. At The Cleveland Institute of Art, your responsibilities include:

- Respecting the rights and property of your employer and fellow employees
- Treating all co-workers, students, and patrons with courtesy and respect
- Acting in a professional manner at all times and respecting the confidentiality of student and Institute records
- Reporting to work on time
- Contacting your supervisor BEFORE your shift begins if you anticipate being late, if you are ill or if an emergency arises
- Talking to your supervisor when duties or instructions are unclear or if problems arise
- Dressing appropriately, according to the dress code at your place of employment
- Maintaining a positive work attitude of cooperation and initiative
- Performing your work to the best of your ability and making a personal commitment toward providing quality service

How Do I Get Paid?

It should be understood that Work Study is an earning program—there is no advance payment on Federal Work Study funds. **No money is ever automatically credited toward the payment of your tuition and fees, on-campus housing or other CIA charges or expenses.** You are eligible for hourly pay from $7.50-$9.50 per hour, depending on skills and responsibilities required for the job. **You will be paid on the 15th of each month by way of direct deposit into your checking or savings account.** Pay stubs can be picked up at the Mail Center at the JMC. If you do not pick up your pay stub within 10 business days, it will be mailed to your permanent address. Your supervisor will track your hours and submit your timesheet to the Office of Financial Aid on the 3rd day of every month. **Timesheets are only accepted from supervisors, not from students.** Supervisors check and sign off on the hours that you work each month. If you are found to have falsified a timesheet the following can and will occur:

- You will be terminated from the position
- You will not be paid for that month in question
- You will have to repay the school for all hours found to be falsified
- Your actions will be reported to the Dean of Student Affairs.

Yearly earnings are limited and based on financial need. The dollar amount that you are eligible for is listed on the Work Study Referral Form, which you and an Office of Financial Aid staff member will sign. **You may not work more than 20 hours per week depending upon the amount of your award or until all of your eligibility has been exhausted.** You must be enrolled full-time for the semesters when you are employed. If you drop below 6 credits you must cease work immediately.