

If 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 OFA in writing.

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 online job board. You can view these jobs by logging onto <http://www.collegecentral.com/cia/>. Please visit the Career Center for instructions on how to access the system.

Mandatory FWS Forms

If interested in a job, visit the Career Center and complete these documents:

- **Form W-4:** Federal IRS Employee's Tax Withholding Allowance Certificate
- **Form IT 4:** State of Ohio Employee's Tax Withholding Exemption Certificate
- **Form I-9:** Employment Eligibility Verification for Homeland Security and U.S. Citizenship and Immigration Services (identification must be presented - for acceptable documents visit <https://www.uscis.gov/i-9>)
- **Direct Deposit Authorization Form**
- **FWS Agreement:** If the supervisor intends to hire you, he/she will initiate the FWS verification process (this process determines whether or not you may begin working using FWS funds) via an online "Intent to Hire" form in College Central. Afterwards, employment will be verified by the Career Center/Payroll/OFA before you begin working. Each academic year a new electronic FWS Agreement must be completed and on file for each job worked.

Under NO circumstances are you to begin working before completing the mandatory FWS forms or payment for hours worked will be delayed and you will not be allowed to continue working using FWS funds.

How Do I Reapply For FWS Next Year?

File 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 an FSA ID then you must first apply for a U.S. Department of Education **FSA ID** at <https://fsaid.ed.gov/npas/index.htm>.

You can use your **FSA ID** 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, you and one of your parents must apply for an FSA ID to process your FAFSA application. **Once you and one of your parents have an FSA ID you may then apply online at www.fafsa.gov**. All other forms required by the Institute's OFA must also be received to determine your FWS eligibility.

CIA's Priority Deadline for Filing for Financial Aid for the Next Academic Year is March 15th

Funding for FWS is limited, with monies going to the earliest applicants with the greatest need. Additional funds may become available throughout the year because all eligible students may not earn their full award amount. This means that eligible students can earn more than originally awarded, if the OFA approves it first. However, play it safe and do not count on earning more than your original award.

Student Guide to Federal Work-Study (FWS) at the Cleveland Institute of Art

Career Center
216.421.8073

Office of Financial Aid (OFA)
216.421.7425

Payroll Department
216.421.7310

Welcome to the Federal Work-Study (FWS) Program

The FWS 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 earned from the program may be used for tuition, fees, room, board, books, and any other educational expenses.

This brochure should answer many, if not all, questions about the FWS program. Please direct job finding questions to the Career Center located in JMC 120, FWS questions to the OFA (Office of Financial Aid) located in the Gund suite 122, and payroll questions to the Payroll Department located in the Business Office Monday through Friday, between the hours of 8:30am to 4:30pm. We wish you the very best during your Work-Study experience at the Institute. If you have any questions or concerns please contact us.

Sincerely,

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dsrueger@cia.edu

Caprice Odom, FWS Coordinator
216.421.7425
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Arnella Sigler, Payroll & Systems Specialist
216.421.7310
amstigler@cia.edu

Make Work-Study A Success

Begin your new job in a positive way. Know what your employer expects. Know your responsibilities. Ask questions, take initiative, and learn as much as you can. Exchange telephone numbers with your supervisor for notification purposes and/or emergency situations. Each FWS 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 employer 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 and When Do I Get Paid?

FWS is an earning program—there is no advance payment on FWS 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 \$8.50-\$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.** Your supervisor will track your hours and submit your timesheet to the OFA on the 3rd day of every month. **Timesheets are only accepted from supervisors, not from students.** If an individual is 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 the hours 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 for which you are eligible is indicated in the FWS Agreement form, which you will complete via the FWS verification process. You may work a maximum of 20 hours per week while classes are in session and a maximum of 30 hours per week when classes are not in session. You must be enrolled full-time for the semesters that you are employed. **If you drop below half-time status (6 credit hours) you must stop working immediately.**