

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 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 www.collegecentral.com/cia. Please visit the Career Center for instructions on how to access the system.

Mandatory FWS Forms

If you are hired for a job, your supervisor must complete an 'Intent to Hire Form'. This will trigger an email to you with instructions on how to complete a work study agreement on College Central. You must also 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 in person. For a list of acceptable documents, visit cia.edu/files/resources/listofacceptabledocuments.pdf)
- Direct Deposit Authorization Form (a voided check or access to online banking information is required)

NOTE: A new agreement must be submitted for every job that you work and a new agreement is required every year. All these documents and your work study agreement(s) must be completed and approved before you begin working.

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 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 can then apply online at www.fafsa.gov**. All other forms required by the Institute's Office of Financial Aid must also be received to determine your Federal Work Study eligibility.

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

Funding for Federal Work Study is limited, with monies going to the earliest applicants with the greatest need. Additional funds may become available throughout the year because some eligible students may not earn their full award amount. This means that eligible students can earn more than originally awarded, if the Office of Financial Aid approves it first. However, it is safest not to 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 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 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 the Student Life office on the first floor, Federal Work Study questions to the Office of Financial Aid (OFA) 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 and 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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Make Work-Study A Success

Begin your new job in a positive way by knowing what your employer expects. 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 work-study job is unique and requires different skills and capabilities; however, several universal responsibilities apply to all student employee positions. At the Cleveland Institute of Art, these include:

- Respecting the rights and property of your employer and fellow employees
- Treating all coworkers, 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 if you anticipate being late, 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 work
- Maintaining a positive work attitude demonstrating cooperation and initiative
- Performing your work to the best of your ability and making a personal commitment to quality service

How and When Do I Get Paid?

It should be understood that Work-Study is an earning program - there is no advance payment on FWS funds. No money is ever automatically credited toward 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 the skills and responsibilities required for the job. **You will be paid on the 15th of each month via direct deposit into your checking or savings account.** 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, never from students.** If an individual is found to have falsified a timesheet the following can and will occur:

- **They will be terminated from the position**
- **They will not be paid for the month in question**
- **They will have to repay the school for all hours found to be falsified**
- **Their 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 listed in the Work-Study Agreement, which will be submitted by you and approved by your supervisor. You may work a maximum of 20 hours per week while classes are in session and a maximum of 30 hours per week during academic break. 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.**