

## 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, depending on skills and responsibilities required for the job. **You will be paid on the 15<sup>th</sup> 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 FAO on the 1st 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.** If you maximize your financial aid annual budget, you must stop working immediately.

## 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

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

Financial Aid Office (FAO)  
216.421.7425

Career Center  
216.421.8073

Payroll Department  
216.421.7310

## What is 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 Suite 120, FWS questions to the Financial Aid Office located Suite 122, and payroll questions to the Payroll Department located in Suite 415D Monday-Friday, between the hours of 9:00am to 4:00pm. 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,

Financial Aid  
216.421.7425  
[financialaid@cia.edu](mailto:financialaid@cia.edu)

Career Services  
216.421. 8072  
[careers@cia.edu](mailto:careers@cia.edu)

Payroll  
216.421.7310  
[payroll@cia.edu](mailto:payroll@cia.edu)

## How Do I Apply For FWS?

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** [here](#).

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 for [financial aid](#).** All other forms required by the Institute's FAO must also be received to determine your FWS eligibility.

## CIAs Priority Deadline for Filing for Financial Aid for Each Academic Year is March 15<sup>th</sup>

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 FAO approves it first. However, play it safe and do not count on earning more than your original award.

## 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 FAO 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 may view these jobs by logging onto [College Central](#).

Please visit the Career Center for instructions on how to access the system.

## Mandatory FWS Forms

To work, the following documents must be completed with our Payroll Department:

- **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 click [here](#))
- **Direct Deposit Authorization Form**

To work, the following documents must be completed with our Financial Aid Department:

- **ELA/FWS Agreement:** If you are hired, the supervisor 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. Afterwards, employment will be verified by the FAO/Payroll before you begin working. Each academic year a new electronic ELA/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.