



**PennState**  
Brandywine

# Understanding Federal Work Study



2022-2023  
INFORMATION GUIDE

## What is Federal Work Study?

At Penn State Brandywine, students who receive a Federal Work Study award have the opportunity to obtain a job either on campus or in the community to earn typically between \$2,000 and \$3,500 per academic year.

When hired for a Work Study job, you can earn \$12.00-\$14.00/hour working up to 20 hours/week to earn your award through the end of the 2022-2023 academic year.

## Am I eligible?

To be eligible for Work Study, you must:

- Be an undergraduate or graduate student
- Meet and maintain Federal and Penn State Financial Aid Eligibility Requirements
- Submit the Free Application for Federal Student Aid (FAFSA)
- Demonstrate financial need
- Complete the verification process

Due to limited funding, not all students who are eligible will receive this award. If you are not awarded Work Study, other employment opportunities are also available on campus.

## How do I apply?

To be considered for Work Study, you must submit the FAFSA. If you are awarded Work Study, it will appear on your Award Summary.

## Are there any exceptions?

Yes. Students who were not initially awarded Federal Work Study, but demonstrate federal financial need as determined by the Office of Student Aid, can be awarded by exception for a Community Service Federal Work Study (CSFWS) or Nittany Lions Read/Nittany Lions Count (NLR/NLC) program position. If you would like to pursue an exception at Penn State Brandywine, please email Robyn Pettiford at [rup235@psu.edu](mailto:rup235@psu.edu).

## How do I get a job?

At Penn State Brandywine, there are two types of Federal Work Study jobs:

1) **Community-Based Federal Work Study** — Students can earn \$14.00/hour while working with community partners in your preferred field of study. Whether it's working with animals, kids or in social services, your opportunities abound!

We are continually adding new community host sites and positions. Positions have included tutoring preschool children, becoming an SAT coach, providing social media support for local non-profits, and more. If you have a specific organization you would like to work with, we can discuss adding it as a community host site.

You receive an experience similar to an internship – in fact, these positions CAN count as an

*(over)*



internship. Often times, CBFWS jobs last longer than the average internship, giving you the ability to create quality relationships and acquire multiple years of experience in the field.

To learn more, visit [engage.bw.psu.edu](http://engage.bw.psu.edu). To pursue a Community-Based Federal Work Study job, e-mail Vippy Yee at [vxy3@psu.edu](mailto:vxy3@psu.edu) to begin the process ASAP.

**2) On-Campus Federal Work Study** — Students can earn \$12.00/hour while working in various positions within Penn State Brandywine.

Examples include:

- Blue Apple Cafe employees
- Center for Ethics and Civic Engagement interns
- Chancellor's Office receptionists
- Information Technology interns
- Multilingual Student Programs interns
- Vairo Library assistants
- Writing Studio tutors

To pursue an On-Campus Federal Work Study job, e-mail Vippy Yee at [vxy3@psu.edu](mailto:vxy3@psu.edu) to begin the process ASAP.

**Please note:** receiving a Federal Work Study award does not guarantee a position.

## What's the schedule like?

Work Study participants can work up to 8 hours/day, 20 hours/week. Community-Based Federal Work Study positions are limited to the Fall and Spring semesters; some on-campus positions continue during the summer semester as well.

To ensure optimal use of your award through the semester, plan your work schedule before you

begin earning funds. For example, Work Study students earning \$12.00/hour who have a \$1,750 award and work 20 hours/week will have approximately 7 weeks of funding.

## Are any jobs remote?

Students applying for Federal Work Study positions should clarify expectations with their potential employer regarding either on campus/in person or remote work arrangements. Many positions were offered remotely during recent academic years due to COVID-19.

## How will I track my hours?

1. You will receive a warning email regarding the balance of your award when you have earned 50% or more of your award total.
2. You will receive a warning email when you are close to exhausting your award.

If you have more than one Work Study job, you must keep each employer informed of your total hours worked so you do not exceed your award amount. Submitting falsified time cards is considered fraud against the University and the federal government and legal action may be taken against the employee or employer.

## How will I be paid?

Wages are direct-deposited into your checking or savings account every two weeks. Earnings are not applied as credit on your tuition bill. Wages earned through Work Study are reported as "Earned Income" on the FAFSA for the subsequent year and may be deducted as "Title IV exclusions."