

Baylor College of Medicine

Federal Work-Study (FWS) Program

The Federal Work-Study (FWS) Program is a government-subsidized student employment program designed to assist students in financing their education. FWS provides an opportunity for students to earn money, rather than borrow funds, to help pay for educational expenses.

Student Employment:

How can I qualify for FWS?

To be eligible for FWS, you must demonstrate financial need by completing the [Free Application for Federal Student Aid \(FAFSA\)](#) every year. Funds awarded will vary per the individual's need as determined by an analysis of the student's FAFSA data and due to fund availability.

Students must remain in good academic standing to be eligible for FWS, failure to do so will result in cancelation of awarded funding.

A. I have been awarded FWS, now what?

There are options to pursue both on and off campus work. You may find employment either at BCM or an approved posted Community Service (outside BCM) The following forms need to be complete before your start date:

- Financial Aid Job Description and Approval Form
- New Hire Information Form
- Human Resource Form I-9 Employment Eligibility Verification

All forms above can be picked up and returned in the Financial Aid Office.

B. How do I find employment?

Begin your employment search early so that you have a broader range of positions to choose from. The list of position opportunities are available in the office and posted on our website at: <https://www.bcm.edu/education/financial-aid/applications>. It is your responsibility to contact the department you are interested in working with for an interview. We encourage you to begin your FWS employment search as early as the second week of class.

C. When can I work?

You may only work awarded funds during the following periods:

MS 1 & MS 2	August 1 st – June 08 th
MS 3, PA 1, & PA 2	July 1 st – June 08 th
MS 4	July 1 st – May 15 th
PA 3	July 1 st —Dec 15 th

*Time worked beyond the deadlines are considered volunteer hours and are not paid from the FWS account.

*Students should not schedule work during class time.

D. How do I report the hours I work?

You will need to complete a timesheet for every pay period. Timesheets and due dates are posted on the financial aid website and on our office counter: <https://www.bcm.edu/education/financial-aid/applications>.

- The pay period week 1 is due via email
- Physical timesheet due bi-weekly
- Student and immediate supervisor require original signatures – No Signature copies allowed.
- The maximum hours allowed weekly is no more than 20 hours, and Federal Work Study funding is based on the student's financial need and must not affect student's health or academic progress.
- It is your responsibility to keep track of your hours earned.

****IMPORTANT****

Not turning in a timesheet within 90 days will cause your HR position status to terminate and all HR forms will need to be resubmitted.

Student Financial:

A. How am I going to be paid?

FWS students are paid bi-weekly on Fridays. FWS regulations require that employers pay students at least once a month. One you complete the I-9, HR will send an email with information about Success Factors. You will login and complete the "Basic information tab".

B. How much will I be paid?

All FWS positions are paid at a rate of \$15.00 per hour. However, you cannot earn more than your semester awarded amount. Please note that FWS funds cannot be used for paid vacation, sick leave, holidays, benefits or medical and dental insurance.

C. How do I get my FWS money?

We encourage students to sign up for direct deposit. Student will sign up online on Success Factors. If not, please contact HR or Payroll

D. What if I want to keep working after I've earned my FWS award?

If you have earned your total FWS award before the end of the award period, and you would like to continue working email or stop by our office and speak to the Federal Work Study Administrator. We will evaluate whether or not we have the funds available in order to increase the award amount and will need to determine eligibility. Only after it is approved by our office can you exceed the amount originally offered.

Miscellaneous:

A. Can I have more than one FWS Position?

Yes, although no more than one position can be reported in the same pay period if both positions are within BCM. Students may have more than one position and can submit more than one timesheet per employment if both positions are outside of BCM. Students will also need to complete separate Financial Aid Job Description and Approval Forms for each position.

B. What if I do not find FWS employment?

If you do not find a FWS position within the first eight weeks of each semester your FWS funds awarded will be canceled for that semester. **This will not jeopardize the awarding of any future FWS funds.**

C. Will I get FWS every year?

FWS funding is limited. In order to be considered for FWS each year, you must:

- Submit a completed BCM Financial Aid application.
- Complete a FAFSA every year.
- Submit a copy of your tax return from the prior year.
- Show enough financial need (demonstrated by your FAFSA).
- FWS is awarded on a first come first serve basis.

D. Can I Share my FWS Awards

FWS funds are awarded on an individual basis and may not be shared or transferred to another student at any time. Trading award amounts or unused awards is strictly prohibited.

Rights and Responsibilities

When you accept a FWS position, you become a member of a department or agency that depends on you. It is important for you to report to work on time, notify your supervisor when you will be late or absent, and dress appropriately for the work location (dress code should be discussed before your first day). When asking for time off, you should consider the employer's needs as well as your own. In addition, some FWS positions may require access to confidential information - abuse or misuse of such authorization is grounds for dismissal. Acceptance of a position through FWS implies a commitment to the employer for at least one semester. If unable to fulfill the FWS commitment, notify your employer.

It is your responsibility to monitor your earnings to be sure they do not exceed the awarded amount. Any time worked over the awarded amount is considered volunteer time, and you will not get paid for it. If a problem develops with your employment, you should first discuss the issue with your supervisor. If the problem cannot be resolved, you should contact the Human Resource Office.

If you want to withdraw your FWS award money, contact the Financial Aid Office. There is no guarantee that you can secure another FWS position or that the FWS award can be replaced with other types of loans.

You must remain in good academic standing to be eligible for FWS, failure to do so will result in cancelation of awarded funding.

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