

Work-Study Information for Students

Federal Work-Study

The federal work-study (FWS) program is a need-based federal program that allows students to work part-time in on-campus or off-campus jobs where the federal government will assist to pay for the student's earnings. Once a student is hired through a FWS job, they will be paid directly through paper check or direct deposit for hours worked.

To receive any financial aid funds, including Work-study (WS), the student must be enrolled at Pacific, apply for financial aid (i.e., filing the FAFSA) and demonstrate "financial need."*

As a condition of using WS, federal regulations stipulate that a student can earn only as much WS as she/he has been awarded for the academic year.

**In order to utilize WS the student's financial aid file must be complete. For example, if the Financial Aid Office has requested copies of the family's tax returns, we must have received the tax returns, reviewed them, and made any necessary adjustments to the student's financial aid award.*

Work-Study is available to students:

Enrollment Period	First Day Eligible to Work	Last Day Eligible to Work
Fall only	July 12, 2021	December 10, 2021
Fall/Spring	July 12, 2021	May 11, 2022
Spring only	January 4, 2022	May 11, 2022
Trimester students (Pharm D & DPT)	July 12, 2021	June 30, 2022

Important Notes

Students and supervisors are responsible for monitoring earnings to ensure that WS eligibility is not exceeded to comply with federal regulations.

- Students may not work during times scheduled to be in class.
- Students may only work a maximum of 20 hours a week within one job or across multiple jobs.
- Notify Financial Aid Office when making changes or adjustments (terminations, position stop, etc.) with Human Resources and/or Payroll as changes must be manually adjusted to show accurately on WS Report.
- Keep an open communication with your supervisors regarding academic plans and the adjustment of your WS allotment so they can ensure ample coverage.
- Each academic year, you must contact the Office of Financial Aid to obtain a new WS Authorization Card.
- If you will no longer be working in a position, ask your supervisor to submit a Termination EPAF for that position so your total remaining balance from that position may be re-allocated to an active position.



Processing Work Authorizations

Each year, students must contact the Financial Aid Office for a new WS Authorization Card to ensure they are *still* eligible. Once the student's financial aid file is complete and WS eligibility is established, a WS Authorization Card will be issued. The student can forward a copy to the employer and upload a copy to Handshake under "Other Documents".

WS is only valid on or after the Financial Aid "Approved by" date on the WS Authorization Card for the academic year. Students can not start working before the Financial Aid approved date.

Change in WS Award/Additional WS Job

If there is a need for revision to the WS award (i.e., add a job or reallocate funds) the student must contact the Financial Aid Office. After making the revision, the Financial Aid Office will notify the employer.

PLEASE NOTE:

If there are multiple jobs, be sure to coordinate changes with all supervisors to ensure the allotted amount is not exceeded for each department.

For any questions and concerns, please contact:

Financial Aid Office
Knolles Hall, First Floor
3601 Pacific Avenue
Stockton, CA 95211
Phone: 209.946.2421
Fax: 209.946.2758
E-mail: financialaid@pacific.edu