



Federal Work Study Program

Student Responsibilities

1. Conduct a job search as directed by the FWS Coordinator.
2. Fill out and promptly submit to your hiring supervisor and the Financial Aid Office all required forms.
3. Once work has begun, perform duties efficiently and effectively. Only work the number of hours specified during the year. The weekly work schedule must be arranged between the student and the supervisor, not to exceed the amount of the award for which the student has been certified.
4. Arrange a work schedule that does not interfere with your class schedule.
5. Follow the schedule carefully once it has been established. Always notify your supervisor if you are unable to work. If you can not reach your supervisor, please contact the FWS Coordinator at (301) 985-7705.
6. Be punctual. If delayed, offer to make up the time.
7. Dress neatly and conduct yourself in a professional manner.
8. Assist the supervisor with maintaining accurate time records and check hours worked on timesheets. The student is responsible for completing all hours assigned and will only be paid for actual hours worked. The student will not be paid for hours worked over the assigned number unless the Financial Aid Office increases the number of hours in advance or the department agrees to pay the student from its own budget. The department must notify the Financial Aid Office in advance of its intent to pay the student out of its own funds.
9. Keep a schedule of pay periods and amounts paid.
10. Give at least two weeks notice to the supervisor if planning to terminate employment. Once a student is selected for a student employment assignment, continued employment is contingent upon satisfactory performance. If the supervisor decides that the student's performance is not satisfactory, the student may be dismissed. The supervisor must notify the Financial Aid Office and the student's eligibility for future student employment will depend upon the reason for dismissal.