



FINANCIAL AID OFFICE

**2025-2026 FEDERAL WORK STUDY APPLICATION**

All sections of this application, including the Student Acknowledgement on page 2, must be completed and returned to the Financial Aid Office before the Work-study assignment is approved.

NAME: \_\_\_\_\_

FMU ID: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

This application is for the following semesters:

FALL

SPRING

SUMMER

**To be completed by the Hiring Department**

Student Work Schedule: **The student work schedule cannot conflict with the class schedule**


Student Duties: \_\_\_\_\_  
\_\_\_\_\_

Department Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

I understand and agree that student employees will not begin working until approval for hire is received from the Financial Aid Office.

I understand that once the student employee has earned their maximum awarded amount of FWS, the employee will automatically be switched to the department budget, which means 100% of the employee's earnings will be charged to the department.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Financial Aid**

FWS Award: \$ \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Processed Date \_\_\_\_\_ Authorized by: \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENT**

- The FWS is a need-based program and part of the financial aid package.
- I must complete the FAFSA each year to determine my eligibility.
- Completion of this application does not guarantee eligibility or placement in a FWS position.
- In assigning an FWS job, several factors are considered. These factors are financial need based on my financial aid budget, availability of positions, the amount of other assistance available to me, and the total work-study funds available.
- If I receive another scholarship or need-based financial aid, my work-study award may be reduced or removed, if my financial aid budget is met or exceeded.
- Applications are matched with department requests and students are assigned to areas that correspond with their interests and abilities. The work-study program is flexible; it allows students to work on campus around class and study times.
- I cannot participate in more than one FMU employment program.
- I must be enrolled at least half-time, be financially clear for the semester, and I must be meeting Satisfactory Academic Progress while I am employed as a work-study student at FMU.
- My work-study application will remain on file until the end of the semester in which I apply. If considered eligible, I understand that I cannot start working until I receive an email approval from Human Resources.
- Florida Memorial University recognizes a student's right to privacy and therefore exerts careful control over information released under the terms of FERPA: <https://www.cdc.gov/php/publications/topic/ferpa.html>. Therefore, as a student employee, I understand that I may see and/or hear information about my fellow students that is considered confidential. Therefore, I will not release, or discuss, items of a confidential nature with anyone other than my supervisors in this office.
- **I acknowledge that I have read the above Acknowledgement and agree to its terms.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_