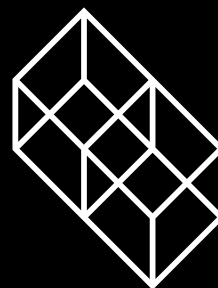


THE COOPER UNION

Federal Work-Study



Federal Work-Study (FWS) is a program based on financial need that allows students to do part-time work.

Student Eligibility

To qualify for FWS, students must meet the following requirements:

- Enrolled full-time in the upcoming year and maintain satisfactory academic progress
- Demonstrate documented financial need every year by completing the FAFSA
- Awarded FWS as part of their financial aid package
- Students may earn up to the awarded amount each semester, for example, if a student is awarded \$1,000, they can earn a maximum of \$500 in the fall and \$500 in the spring semester
- Submit a FWS Eligibility form. This form will be emailed to you.
- Returning FWS students are required to complete the FAFSA by March 31

Employment Opportunities

- Job listings
- FWS jobs are granted to those who complete the application process, pass the interviewing process, and are hired for the position
- Once hired, students must complete and submit all paperwork to the payroll department—students can begin working after all required documents are completed and processed

Pay Rate and Hours

- A maximum of 20 hours per week
- Work schedule cannot conflict with class schedule
- Current pay rate is \$16.50/hour
- Paydays are at the beginning and middle of the month
- Pay is direct deposited into the student's bank account of choice

Time Submissions

- Students will receive a new badge ID, password, and PIN once the paperwork is submitted to the payroll department
- Students must clock in and clock out using the ESS App
- Students and supervisors are responsible for an accurate recording of hours
- Late and incorrect time submissions will result in a delay in payment

For more information visit:

cooper.edu/admissions/sfs/financial-aid/fws

For questions contact:

fws@cooper.edu