

**3356-9-03.2 Employment of students under the federal work-study program.**

Responsible Division/Office: Financial Aid and Scholarships  
Responsible Officer: AVP for Student Enrollment & Business Services  
Revision History: June 1999; March 2007; March 2011;  
March 2013; September 2018; September 2023  
Board Committee: Academic Excellence and Student Success  
**Effective Date: September 20, 2023**  
Next Review: 2028

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- (A) Policy statement. Youngstown state university (university) participates in the federal work-study program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.
- (B) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education federal work-student (FWS) program.
- (C) Scope. This policy applies to undergraduate and graduate students seeking employment through the FWS program.

For non-FWS student employment, refer to rule 3356-9-03 of the Administrative Code, "Employment of students," and rule 3356-9-03.1 of the Administrative Code, "Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants." (See corresponding university policies 3356-9-03, "Employment of students," and 3356-9-03.1, "Appointment of graduate assistant graduate research assistants, graduate assistant interns, and teaching assistants.")

- (D) Parameters.
  - (1) While the president has overall responsibility for the management of the university, the responsibility for hiring student employees is delegated to the provost, vice presidents, and divisional executive officers, or designees.

- (2) The office of financial aid and scholarships is responsible for administering and awarding federal work-study funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on a first-come, first-served basis.
  - (3) In addition to on-campus employment, FWS funds may also be used for community service opportunities such as “America Reads” and other community-based programs.
  - (4) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.
  - (5) Federal work-study payments are administered by the office of payroll.
  - (6) Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or do not maintain satisfactory academic progress.
- (E) Procedures.
- (1) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.
  - (2) In order to be considered for FWS funds, students must annually complete the “[Free Application for Federal Student Aid \(FAFSA\)](#)” form after October first for the following aid year.
  - (3) In order to prevent student over-awards and to timely notify the employing department when work-study funding has been exhausted, student year-to-date FWS earnings are monitored by the office of financial aid and scholarships.
  - (4) Community service is tracked to monitor compliance with United States department of education requirements.
  - (5) All federal work-study earnings are reconciled between the office of financial aid and scholarships and the controller’s office.

- (6) The office of financial aid and scholarships annually compiles and reports required federal work-study information to the United States department of education.
- (7) Information regarding financial assistance is available on the university's [office of financial aid and scholarships](#) and [federal work-study](#) webpages. See also [studentaid.gov](http://studentaid.gov) for more information.