

## Navigating the Federal Work-Study Process

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The Student Employment Office and Student Financial Services (SFS) have partnered to create this communication to assist the UD community in navigating the Federal Work-Study process.

### **Fall/Spring Work-Study FWS Process**

Federal Work-Study (FWS) is offered automatically for the fall and spring semesters, provided a student has a FAFSA on file for that year. Admitted students offered FWS are notified during the admit cycle, and all students offered FWS will see that eligibility on their financial aid notice in mid-July. The aid notice is available on the [My Finances](#) billing and aid site.

Not every student eligible for FWS will be offered FWS funding, and some who are offered may not end up taking advantage of FWS. Students not offered FWS for the academic year but who wish to be evaluated for FWS eligibility should submit a [work-study eligibility review request](#). SFS will review to determine if FWS can be offered.

SFS emails additional FWS information and instructions for finding employment to all eligible students in mid-August. FWS is only available during enrollment periods.

### **Summer/Winter FWS Process**

FWS is not offered automatically for the summer and winter sessions. With or without enrollment, students should submit a [work-study eligibility review request](#), and Student Financial Services (SFS) will review it to determine FWS eligibility for these sessions. FWS funding is limited, and offer amounts are based on the overall FWS allocation and the number of students requesting FWS.

#### **Students enrolled in summer/winter courses:**

Each summer/winter session is its own term for FWS purposes, and eligibility is determined by session. Students enrolled in summer/winter sessions must submit a [work-study eligibility review request](#) for the session in which they are enrolled. Students enrolled in 2024 summer sessions need a [2023-2024 FAFSA](#) on file to determine if they have eligibility for summer. Those enrolled in winter session need a FAFSA for that academic year.

If a student drops their summer courses, the work-study award counts towards 2024 fall semester financial aid eligibility just as if they were never enrolled. Dropping winter session will take unused eligibility from the academic year.

#### **Students not enrolled in summer/winter courses:**

Any approved FWS offers for students not enrolled during the summer counts towards their financial aid eligibility for the 2024 fall semester. Non-enrolled students need a [2024-2025 FAFSA](#) on file to determine if they have fall semester eligibility. If they do, using fall FWS eligibility for summer employment will reduce FWS funds available in the fall. Similarly, students not enrolled in winter sessions but who want to take advantage of FWS will have the winter FWS reduce any remaining academic year FWS eligibility.

Students can submit their FWS eligibility review requests at the same time they register for winter or summer sessions. Provided the student has filed the correct FAFSA, students should receive a response to their FWS inquiries in about 10 business days. Additional FWS and student employment information can be found on the SFS website's [student employment page](#).