

FWS Student FAQs



I was awarded \$_____. What does that mean?

Your Federal Work Study (FWS) award is the total amount of money you can potentially earn within the traditional academic year (Fall & Spring semesters). It is not split up by semester. It is not guaranteed money. The rate at which you earn this amount will depend on your hourly pay rate and how much you work. If you work the maximum 20 hours per pay period at \$10/hr, you will use up your award a lot quicker than someone working 5 hours per pay period at minimum wage (\$8.46/hr).

What kind of jobs are there and how do I get one?

Florida Tech allows all University staff and faculty to request FWS positions, so FWS job openings can be found in many departments and offices around campus. We post all open FWS jobs on Handshake (see “Finding a FWS Job” handout). You must apply for these jobs directly with the supervisor. Supervisors decide how they want their applicants to apply, and that information can be found in the job description of each Handshake job posting.

There is also an off-campus option for FWS employees. We partner with 3 local non-profit organizations that offer FWS students the opportunity to get paid by either reading aloud to children or tutoring them in reading and/or math. Talk to the Student Employment Coordinator for more info.

Can I have more than 1 job?

No. Florida Tech student employees may only have 1 on-campus job at a time. This includes College Roll, too. Off-campus (not school related) part-time jobs are okay.

If necessary and within reason, students are allowed to change FWS jobs; however, the Student Employment Coordinator must be notified of the transition, as a new hire form is necessary, and a new authorized start date must be issued to the employee. Keep in mind that it could take up to 2 weeks before you can start your new position.

How do I get paid?

FWS employees are paid by personal paycheck (direct deposit is an option) on a bi-weekly basis, on the same schedule as all University staff and faculty. You must enter your hours via electronic timesheet accessed in PAWS and have it approved by your supervisor in accordance to FIT Payroll Calendar. See your FWS Student Manual for more details.

Can I pay my tuition and fees with my award?

Not exactly. Your tuition and fees will be due before you start earning a paycheck, and you cannot opt out of receiving a paycheck. In other words, you can’t “wire” your FWS earnings or award total to go towards your university fees. The core intention of the FWS Program is to give students an opportunity to gain real work experience; so, you must work to get paid just how you would any job.

What happens when I earn my full award amount? What happens if I don’t earn my full award or earn more than my award?

When you’ve maxed out your earnings, your position will end, and you must stop working immediately. It is YOUR responsibility to track how much you’re earning and not go over your award (check out the Award Tracking Sheet we provided you via email). Any money you earn in excess of your award could have to be paid out of your pocket back to the FWS Program, so it’s really important you stay on top of tracking your earnings. If you don’t earn your entire award amount within the academic year, the money is forfeited back to the Program (and you don’t “lose it” next year, should you be awarded again).



Should I keep track of my earnings before or after taxes are taken out?

Keep track of your earnings before taxes. If you worked 10 hours at \$9/hour, that's -\$90.00 from your award total.

Is FWS taxable income?

If you earn enough income in a fiscal year to file a tax return, FWS earnings must be included as taxable income. You'll need to do some research on this, as Career Services cannot give tax advice.

Do students have to report FWS earnings on the FAFSA?

Yes, include FWS earnings in your "Adjusted Gross Income." Then, under "Additional Financial Information" (Student section), you will be asked to indicate your FWS earnings. The good news is that FWS earnings won't count against your total (or "household") income when applying for financial aid.

Is there a FWS job for every awarded student? Am I guaranteed a job?

You're not guaranteed a job, but at Florida Tech, supervisors are very eager to hire FWS employees. We usually always have more open FWS positions than awarded students to fill them. If you actively seek and apply for jobs, you will find one.

What will my work schedule be like?

While you may not work more than 20 hours per pay period, your schedule will vary depending on your job, availability, and supervisor. Talk with your supervisor about scheduling before you accept the job.

I got my hire form signed and my supervisor says I can start ASAP. Is that okay?

No. You may not work until your authorized start date, sent to you by fws@fit.edu. You are not eligible to earn money until your authorized start date.

How long does it take to be hired?

Once you submit your signed hire form to Career Services, it will take anywhere from 2-5 business days to receive your start date. You may start working on the start date or any day after, but not before.

Can I be fired from my FWS job?

Yes. The FWS employee is subject to termination under the same conditions as all Florida Tech employees.

Why was I asked to provide 2 forms of original ID? My parents won't let me bring them to school.

Every employer in the U.S. is legally required to verify all of their employees' identity and authorization to work in the United States via Form I-9. You will be asked to provide these original documents for any job you will ever get. We simply cannot bend the rules or make any exceptions to this law.

Why is my award amount different from last year? Why is it different than my friend's?

There is no one answer for this because individual student circumstances differ. FWS awarding is based on student eligibility, financial need, financial aid packaging, University grant allocation, and other factors. The best way to answer this question is to speak with Financial Aid directly.

Why was my award cancelled or changed?

This is another question you should speak directly to Financial Aid about. Changes in your financial aid package (i.e., accepting another loan or scholarship), dropping credit hours, or not meeting satisfactory academic progress can effect your FWS eligibility. Financial Aid will contact you by email if there are changes in your award.

The Office of Financial Aid can be contacted at 321-674-8070 or finaid@fit.edu.