



CUESTA COLLEGE

How to Get Federal Work Study (FWS)

1. Submit FAFSA Application (www.fafsa.gov) and indicate interest in FWS on application.
2. Confirm your eligibility for FWS:
 - a. Enrolled in at least 6 units
 - b. Have “unmet need” (Your “need” is produced by the FAFSA application.)
 - c. Meeting Satisfactory Academic Progress Standards
3. Use Cuesta Jobs Links (<https://cuesta-csm.symplicity.com/students/>) to find and apply for a work-study position.
4. When hired, your employer fills out paperwork (*FWS Referral Form, Job Description Form, Top Sheet/PARF*) and signs the supervisor sections.
5. Employer sends it to the Financial Aid Office for signatures by Financial Aid Director and Dean of Student Services.
6. Financial Aid Office checks Satisfactory Academic Progress (SAP).
If current status is...
 - a. “Satisfactory” or “SAP Probation PLAN,” student’s paperwork will be processed.
 - b. “Financial Aid Suspension,” student needs a SAP appeal approved before he/she can receive FWS funds.
 - c. “SAP Warning,” paperwork will be held until current term academic progress is calculated showing student’s SAP status as “Satisfactory.”
7. Financial Aid office awards the student up to \$3000 which is intended to cover the entire academic year.
8. Financial Aid Office sends paperwork to Human Resources.
9. Human Resources contacts the student to arrange TB Testing, Fingerprinting, and New Employee Orientation.
10. HR clears student for work, produces a timecard, and notifies the student that he/she can begin working.

Note: A Student CANNOT begin working prior to Human Resources clearance!

Note: Reassignment of Award:

- ✓ If you drop below 6 units, your award will be reassigned to others.
- ✓ If your financial information is reassessed and there is no “unmet need,” your award may be discontinued and the remainder of the funds will be reassigned to others.