

Federal Work Study (FWS)

Federal Work Study offers part-time, on-campus jobs to eligible financial aid applicants.

Getting Started:

- 1) Complete a FAFSA at www.fafsa.ed.gov for the current school year.
- 2) Answer “**YES**” to question **#31** on the FAFSA: “Are you interested in being considered for work study?”
 - a. If you have already completed your FAFSA application, do not go back to update it, just send an email to lfonseca@miracosta.edu with your Full Name, Student ID# and a statement declaring, “I would like to receive Federal Work Study for the 2020-2021 school year.”
- 3) Complete ALL required financial aid items on your [SURF Tasks List](#).
- 4) Wait for your financial aid award offer to see if you qualify for FWS. If you do not see FWS listed you should contact the Financial Aid Office with questions regarding your eligibility.

Award Description/Category	Award Status	Net Award
Board of Governors WVR SUM B Waiver	Accepted	276.00
Federal Supplemental Grant	Accepted	500.00
Pell Grant	Accepted	5,815.00
Board of Governors WaiverFallB Waiver	Accepted	649.00
Board of Governors WVR SPR B Waiver	Accepted	649.00
Federal Work Study	Offered	2,016.00
Totals		9,905.00

Eligibility:

Before you can qualify for a FWS position you must be enrolled in at least 6.0 units each semester and meet [Satisfactory Academic Progress \(SAP\)](#) requirements.

If you have an “**offered**” amount of FWS:

Award Description/Category	Award Status	Net Award
Board of Governors WVR SUM B Waiver	Accepted	276.00
Federal Supplemental Grant	Accepted	500.00
Pell Grant	Accepted	5,815.00
Board of Governors WaiverFallB Waiver	Accepted	649.00
Board of Governors WVR SPR B Waiver	Accepted	649.00
Federal Work Study	Offered	2,016.00
Totals		9,905.00

- Complete all remaining items on your [SURF Tasks list](#).
- Once your financial aid file has been reviewed you will receive an updated FWS award.
- **You may begin the job search process with the Career Center at this time but cannot begin working in a FWS position.**

If you have an “**accepted**” amount of FWS:

Award Description/Category	Award Status	Net Award
Board of Governors WVR SUM B Waiver	Accepted	276.00
Federal Supplemental Grant	Accepted	500.00
Pell Grant	Accepted	5,815.00
Board of Governors WaiverFallB Waiver	Accepted	649.00
Board of Governors WVR SPR B Waiver	Accepted	649.00
Federal Work Study	Accepted	2,016.00
Totals		9,905.00

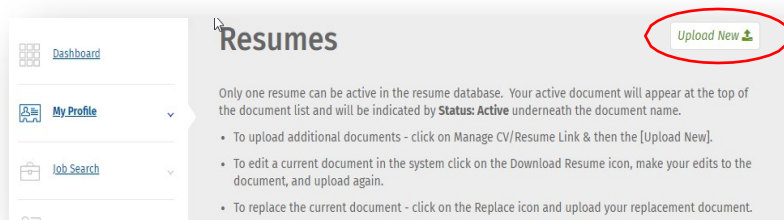
- Your financial aid file has been reviewed.
- You are approved to work on campus and may begin the job placement process with the Career Center.

Have a Federal Work Study (FWS) Award Offer?



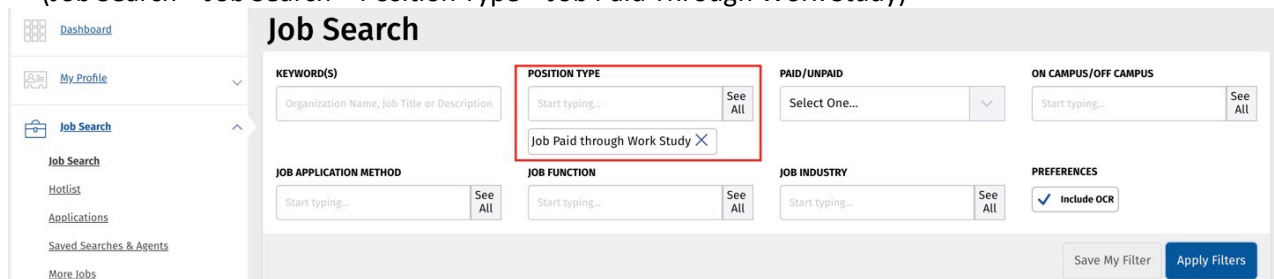
In order to ensure a smooth process of applying for and reporting your on-campus student worker position please complete the following steps. **Please note that in order to qualify for a FWS position you must be enrolled in at least six units.** If you have already received an on-campus job offer you can go directly to step 5.

1. Create your JAIN profile by logging in at www.miracosta.edu/JAIN using your SURF ID and password.
2. If you do not have a resume click [HERE](#) in order to access our Career Center resume and cover letter template.
3. Upload your resume onto JAIN, by going to My Profile and then Resumes



4. Search and apply to on-campus FWS positions on JAIN

(Job Search > Job Search > Position Type > Job Paid Through Work Study)



If you are offered the position, Congratulations! You now move on to step 5.

5. Obtain a signed On-Campus Job Offer Form from your supervisor. If your supervisor does not supply you with one you can click [HERE](#) to obtain the fillable form. **The Job Offer Form MUST be signed by both the supervisor AND the student. Human Resources will not accept it without these signatures and all fields must be completed.**
6. Report your job on JAIN under your Dashboard Options: Report Employment
7. Email the completed On-Campus Job Offer Form to the Student Employment Coordinator at vrodriguez@miracosta.edu to begin the onboarding process.
8. If you have not worked on campus in the last year, you may need to complete the entire onboarding process. Please check with the Student Employment Coordinator.

If you have any questions or need assistance with any of these steps please call the Career Center at 760-795-6772 or chat with us online by [knocking on the Career Peers door](#).