

HARVARD MEDICAL SCHOOL

2014-15 TERM-TIME FEDERAL WORK-STUDY PROGRAM APPLICATION

Introducing the Federal Work-Study Program

For students who are interested in earning money during the academic year, one possible option is the Federal Work-Study Program. The Federal Work-Study Program (FWS) is a federal financial aid program which provides wage subsidies to eligible employers who hire participating students. The subsidy can make a student more attractive as an employment prospect. Applicants for financial aid who are U.S. citizens or permanent residents and who show evidence of financial need according to federal need analysis guidelines are eligible to be considered for this program.

Types of positions eligible for FWS funding

Under the federal regulations, the student's work must be in the general public interest and must have no political or religious connections. Most part-time HMS and hospital positions fulfill these requirements.

Time Commitment and Wage Rates

The typical HMS participant works between 8 and 15 hours per week and earns approximately \$15 per hour. Both the pay rate and the hours to be worked are negotiated between the student and the employer. The term-time FWS employment period runs from September 3, 2014 through May 17, 2015; a student may not work more than 20 hours per week when classes are in session, and the pay rate must fall within the 2014-15 hourly wage range of \$9.50 - \$18.15. The Federal Work-Study Program, through Harvard, will pay 70% of the student's earnings at a nonprofit agency. The employer will pay the remaining percentage plus an additional amount equal to 10% of the student's hourly wages for FICA and worker's compensation payments.

How to Participate in the Federal Work-Study Program

1. *Fill out this application and return it to the Financial Aid Office.* You will then receive an award notice detailing your eligibility for FWS. Please note that federal financial aid regulations prohibit a student's total financial aid package from exceeding that student's computed financial need. If necessary, loans in the student's financial aid package, starting with institutional loan, will be reduced by the amount of the work-study award; your FWS award notice will give further details.
2. *Find a work-study job.* Students are responsible for finding their own work-study positions. Job openings are posted at the following locations: a) the HMS Financial Aid Office bulletin board; b) the HMS Office of Enrichment Programs; and c) the University Student Employment Office website: www.seo.harvard.edu. PLEASE NOTE: Your work-study eligibility will not be confirmed until your application is evaluated.
3. *Pick-up the necessary employment forms from the Financial Aid Office.* You and your employer complete the necessary employment forms and submit them to: for **on-campus** positions, the Payroll Office (Gordon Hall 010B for HMS departments); for **off-campus** positions, the University Student Employment Office, 86 Brattle Street, Cambridge. **NO STUDENT MAY BEGIN FWS EMPLOYMENT UNTIL THE REQUIRED CONTRACTS AND FORMS HAVE BEEN APPROVED BY THE UNIVERSITY STUDENT EMPLOYMENT OFFICE.**

RETURN THIS APPLICATION FORM TO THE FINANCIAL AID OFFICE. PLEASE NOTE THAT COMPLETION OF THIS FORM DOES NOT GUARANTEE A FEDERAL WORK-STUDY AWARD.

Name _____ Year of Graduation _____

Harvard ID# _____ Social Security Number _____

Student Signature _____ Date _____

I have secured a work-study position at the following location:

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Phone number: _____

Will you be paid through a Harvard account or through a hospital/other account?

Please check the appropriate box: ☐ Harvard ☐ Hospital/Other