



SUMMER FEDERAL WORK-STUDY PROGRAM APPLICATION

Summer 2016

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.

The summer FWS employment period runs from mid-June through late August. Participants may work up to 40 hours per week, and the pay rate, negotiated between the student and the employer, may not exceed \$18.15 per hour nor be less than the minimum Work-Study hourly wage of \$12.50. The federal government, through Harvard, will subsidize a percentage of the student's earnings (75% at a nonprofit agency, 70% for all other employers); the employer will pay the remaining percentage plus an additional 10% for FICA and worker's compensation payments.

Participating students are responsible for finding their own work-study jobs. Under the federal FWS regulations, the student's work must be in the general public interest and must have no political or religious connections. Most hospitals fulfill these requirements. Students embarking on a job search are invited to explore the following resources: a) Financial Aid Office bulletin board, b) the HMS Office of Student Affairs bulletin board, c) the HMS Scholars in Medicine Program, d) the University Student Employment Office (86 Brattle Street, Cambridge). Any non-Harvard (i.e. "off-campus") employer and job must be approved by the University Student Employment Office: **NO STUDENT MAY BEGIN FWS EMPLOYMENT UNTIL THE EMPLOYER HAS FILED THE REQUIRED CONTRACTS AND FORMS WITH THE UNIVERSITY.** The necessary forms will be provided to you once your application has been approved and you have provided the HMS Financial Aid Office with the name and address of your prospective employer.

Federal financial aid regulations require that a portion of summer FWS wages be calculated as a financial resource for upcoming academic year expenses. This will be included in the calculated student contribution for 2016-17.

To be considered for participation in the summer 2016 Federal Work-Study program, you must return this form to the Financial Aid Office **by June 30, 2016.** No application for the Federal Work-Study Program (FWS) can be considered without a completed and processed FAFSA form.

The application process is online. Once your FWS award is approved by the HMS Financial Aid Office, you will need to go to the Harvard University Student Employment Office's website <http://seo.harvard.edu> to access the application and other useful information.

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: _____ Expected Year of HMS Graduation: _____

Summer Address: _____

Harvard ID #: _____

Number of weeks of summer work you anticipate _____ At what hourly wage? _____

Returning students: Have you applied for a Summer Research Fellowship through the Office of Enrichment Programs? ☐ Yes ☐ No

Student Signature _____ Date _____