

# **Federal Work Study**

Use this guide to accept your Federal Work Study offer and download your FWS Authorization form

#### Step 1





#### Navigate to the **Financial Aid** menu Click on **Financial Aid Summary**

Financial Aid	Offers Financial Aid St	tatus	
GRANT Federal Pell	Grant	GRANT <b>Federal Supp</b>	Educ Opp Grant
\$6,345.00	\$6,345.00	\$500.00	\$500.00
Ollered	Accepted	Offered	Accepted
WORK/STUDY	dr Study Vel	LOAN Student Fed	Subsidized Loon
to soo oo		student Peu	Subsidized Loan
\$3,500.00		\$3,500.00	



#### Click the Accept Self-Help Aid button.

### Step 3

#### Federal Work-Study

The University of Arizona				
<b>WACCESS</b> STUDENT CENTER	WILBUR WILDCAT STUDENT ID: 00000001			
PERSONAL - ENROLLMENT - ADVISING - ACADEMIC RECORD - FINANCIAL AID -	BURSAR ACCOUNT -			
G Home / Financial Aid Summary / Awards				
Awards A complete list of the awards you are eligible to accept.				
Financial Aid Year 2020-2021 (Undergraduate)				
Last Updated 04/17/2020 9:51:47AM Status Successful				
<b>\$3,500.00</b> Offered				
How much do you want to accept?				
🔗 Full Amount				

#### Click the **Full Amount** button Click the **Submit** button.

The University of Arizona					
WILBUR WILDCAT STUDENT CENTER WILBUR WILDCAT STUDENT ID: 00000001					
PERSONAL - ENROLLMENT - ADVISING - ACADEMIC RECORD -	FINANCIAL AID - BURSAR ACCOUNT -				
G Home / Financial Aid Summary / Awards	Financial Aid Summary				
	Financial Aid Policies				
Awards	Financial Aid Offer				
A complete list of the puperds you are eligible to accept	Federal Work Study Authorization 🛛				
A complete list of the awards you are engible to accept.					



## Navigate to the **Financial Aid** menu Click on **Federal Work Study Authorization**



## Scholarships

Administration Building · Room 208 P.O. Box 210066, Tucson, AZ 85721-0066 TEL: 520.621.1858 · FAX: 520.621.9473 financialaid.arizona.edu

#### FEDERAL WORK-STUDY AUTHORIZATION FORM

Student Name:	Wilbur Wildcat	Student ID:	00000001
Award Period:	ACADEMIC YEAR	Award Amount:	\$3,500.00
Start Date:	08/26/2020	Earnings to date:	\$.00
End Date:	05/17/2021	Balance to Earn:	\$3,500.00
Expiration Date:	05/17/2021		

Award amount is the gross amount a student is eligible to earn during the award period at a work-study job. Both the student and the employer should continually monitor all earnings so as not to exceed the award amount. OSFA reserves the right to cancel or revise this award due to fund availability and/or changes in the student's financial aid eligibility.

Students must maintain at least half-time enrollment and a 2.0 cumulative GPA as undergraduates or a 3.0 cumulative GPA as graduate students to maintain FWS eligibility.

#### **EMPLOYER INFORMATION**

(To be completed by the employer only)

FWS students are limited to only working within the timeframe of their Start and End Dates as specified above.					
Department/Organization Name:					
Address and Zip Code:					
Payroll Representative:					
Payroll Representative Email:			Phone #:		
UA Position Number:					
UA Department Number:	Dept. Account Number:	Account for Overhead Fee (ONLY if payroll is charged to a sponsored account):			
Authorized Signature:			Date:		



### Download the Federal Work-Study Authorization Form Submit to your employer.



# We hope you found this tutorial helpful!

If you need additional support, please contact us at:

https://financialaid.arizona.edu/contact/email

520.621.1858



For more information, visit our website:

https://financialaid.arizona.edu/types-of-aid/fws