

## Office of Student Financial Assistance Work Study Guidelines

### Authorization cards:

- Are available on the IUB FWS SharePoint site
  - <https://indiana.sharepoint.com/sites/bosfa/fws/SitePages/WS%20Employer%20List.aspx>
- To gain access to this site, employers will need to submit the ADS username of the hiring manager and payroll administrator to be granted access.
- If you had prior access, you should have the same access this academic year. If you are encountering an error, please email [iubosfa@iu.edu](mailto:iubosfa@iu.edu) with the issue.
- Employers only have access for a limited time during the start of the fall term. We notify employers when their access will be turned on/off.

### Reinstatements:

- FWS (Federal Work Study) can be reinstated for any student that declined or did not accept FWS. The student must email [iubosfa@iu.edu](mailto:iubosfa@iu.edu) no later than the end of the first week in September.

### Employer Appeals:

- Appeals will be reviewed starting October 1st of each year.
- Employers should email [iubosfa@iu.edu](mailto:iubosfa@iu.edu) to request a FWS award for the student.
- Please keep in mind FWS appeals will be approved based on available work study funding and the student's eligibility/need at the time the appeal is reviewed.

### Job Descriptions:

- A job description is REQUIRED to be on file for each position prior to the student's employment.
- 22AY FWS ON CAMPUS job description:  
<https://bosfa-fireform.eas.iu.edu/online/form/index/FWSJobOnCampus>
- 22AY FWS OFF CAMPUS job description:  
<https://bosfa-fireform.eas.iu.edu/online/form/index/FWSJobOffCampus>

### Award Information:

- Awards can be \$500-\$3000 for the academic year.
- Summer work study is also available for students; awards amounts will vary for summer. If an employer is interested in using summer work study, please contact [iubosfa@iu.edu](mailto:iubosfa@iu.edu).

### Employer Contact Info:

Jennifer Abrams  
FWS Coordinator [iubosfa@iu.edu](mailto:iubosfa@iu.edu)  
(812) 855-6854 (for FWS EMPLOYERS only)

### Student Contact info:

Student Central on Union  
Walk In: 408 N Union Door 2  
Web: <https://studentcentral.indiana.edu/>  
Email: [scu@iu.edu](mailto:scu@iu.edu)  
Phone: (812) 855-6500