Federal Work Study - Frequently Asked Questions

Am I eligible for Federal Work Study?

Students will be notified of their eligibility for the Federal Work-Study Program in their financial aid award letter. Menlo College will indicate a work-study award allocation in the award letters of students accepted into the program. To qualify, students must file their FAFSA® and demonstrate financial need.

How much am I eligible for?

Your total work-study award depends on (1) when you apply, (2) your level of financial need, and (3) Menlo College’s funding level. The Office of Financial Aid will determine each student’s award amount. You can email financialaid@menlo.edu to learn your specific award amount.

Am I guaranteed a job?

No. Menlo College cannot guarantee every FWS-eligible student a job. It is your responsibility to seek out and apply to off-campus job opportunities. Menlo College does not place students in FWS jobs.

Can I work on campus?

Yes. FWS-eligible students can apply to any job on campus. However, Menlo College does not reserve any on-campus job exclusively for FWS-eligible students. All students can apply to all jobs, regardless of their FWS eligibility.

To search and apply for on-campus jobs, log in to Handshake (https://menlo.joinhandshake.com) and go to the Jobs tab. Filter by on-campus jobs.

Can I work off campus?

Yes. If you work off campus, your employer can be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

In all cases, the Office of Financial Aid determines whether both the employer and the type of work meets the Federal Work Study guidelines for off-campus employment.

To search and apply for off-campus jobs, visit popular non-profit and public agency job boards Idealist.org and VolunteerMatch.org. Click here to view a curated list of potentially FWS-eligible non-profits and public agencies.

How many hours can I work?

Students can work as many hours as their FWS award allocation will cover. (For example, if you are awarded $2,000, you can work 125 hours at a $16.00 hourly wage.) Students will not be compensated for any hours worked beyond what their FWS allocation will cover. No overtime is permitted. If you work more than 5 hours in a single day, you must take a 1-hour unpaid lunch.

Students are encouraged to limit their hours to 20 or fewer while school is in session.

CONTACT

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