The Villanova University Financial Aid Award is a source of financial aid which allows a student with computed "need" to earn a portion of his/her educational expenses through employment in an approved on-campus or off-campus job. The program is cooperatively funded by the federal government and an on-campus department or off-campus organization.

Undergraduate students who are registered for at least six credits, are U.S. citizens or permanent residents, maintain good academic standing in the course of study pursued, and who demonstrate "need" are eligible.

The FWSP has two distinct periods:

(1) SUMMER: the student works part-time or full-time (up to 20 hours maximum per week during the summer term). Each student is expected to save a portion of his/her earnings for future study, and must file an employment contract with the Office of Financial Aid (OFA) at finaid.award@villanova.edu.

(2) TERM TIME: the student works part-time (4-20 maximum hours a week). Each student is expected to save a portion of his/her earnings for future study, and must file an employment contract with the Office of Financial Aid (OFA) at finaid.award@villanova.edu.

Upon receipt of the Financial Aid Award Letter:

A. Since you did not decline the FWS award online via your MyNova web portal when you received your financial aid notification from our office, we assume that you are accepting our offer.

B. By accepting FWS, the student is agreeing to our office's terms and conditions before beginning to look for employment to complete the necessary paperwork to work at Villanova University. You cannot begin to work if forms are not complete with our office.

C. In order to decline the FWS award, the student must file a New Student Employment Referral Form online, via the Student Job Directory at www.finaid.villanova.edu.

D. Students should be aware that an on-campus position is not guaranteed. Jobs are available on a first-come, first-served basis.

FWS PLACEMENT AND PAYMENT—ALL JOBS

1. Students must report to the OFA prior to beginning to look for employment to complete the necessary paperwork to work at Villanova University. You cannot begin to work if forms are not complete with our office.

2. In order to receive your paycheck in a timely manner, your department must complete the Online Hiring Process before the appropriate deadline.

3. Work schedules are arranged by the student and supervisor. For federal regulations, students are not permitted to work during hours that conflict with class schedules or athletic practices. You must submit your class schedule to your supervisor each semester.

4. The work period commences from the date of placement until the end of the summer or academic year term (or when the award has been earned, whichever comes first). Once FWS monies are depleted, the department may continue to employ a student. Monies not earned during the summer or term cannot be carried over to the following academic year. There is often a gap between term and summer employment due to the processing of paperwork; students should check with the OFA before resuming employment each period.

5. Salaries vary according to job description and length of employment.

6. Payment includes actual hours worked only! Students are not paid for lunch hours, vacation or illness. Students are not permitted to work over 20 hours per week.

7. Work hours may not be anticipated.

8. It is mandatory that students use good judgment when selecting a FWS job. Students are permitted to change positions during semester break.

9. Application, awarding, and placement must reach the end of the academic year. Students are not automatically retained in a former position (see student responsibilities).

ON-CAMPUS PLACEMENT PROCEDURES

1. Villanova on-campus departments submit job descriptions to the Office of Financial Aid (OFA) prior to summer term employment. Approved positions are advertised in the Student Job Directory for FWS students.

2. Once a student has completed all of the necessary FWS award forms, he/she can access the student job directory at www.finaid.villanova.edu. The OFA will give the student a New Student Employment Authorization Card to take with them to their new job. If hired, the job supervisor must complete the Online Hiring Process before the appropriate deadline.

3. Interviews may be arranged with supervisors of available positions.

4. A. Students may begin work after approval by OFA.

B. If you have been employed on campus your Hiring Department will complete a Returning Student Employee Employment form online for each period—summer and academic year—even if the student is working in the same department. C. Hours worked on campus FWS employment are done through web time entry or by paper time sheets.

OFF-CAMPUS PLACEMENT PROCEDURES

There are a variety of off-campus positions that are only available to eligible FWS students who are Pennsylvania residents. Students from all programs of study will be placed in public interest jobs with non-profit organizations, which must be located in Pennsylvania and approved as participating employers.

A. A Student Placement Form must be filed with the OFA for each period that the student is requesting off-campus employment. Placement is on a first-come, first-served basis.

B. Students may select five organizations in order of preference. If a student's first choice is unavailable, the second choice will be selected. Most students will be able to secure employment with their first choice.

C. Assistance may be requested from the OFA in determining the eligibility of organizations not found in the directory.

D. It is suggested that the Student Placement Form for summer employment be filed by April and for term employment by August. Placement is on a first-come, first-served basis.

E. Students will be contacted by the off-campus organization for an interview, and the OFA will verify the interview process with the prospective supervisor so that students may be placed on payroll by the appropriate deadline.

F. It is essential that the OFA has a copy of the Student Employment Referral Form for the current period before a student may begin to work. Hours worked prior to the approved date will not be honored or paid by FWS.

G. Time sheets are available online at www.payroll.villanova.edu.

H. Employment is restricted to the Commonwealth of Pennsylvania and to Pennsylvania residents only.

I. If a student fails to hear from the prospective organization after a reasonable amount of time or he/she is not interested in the Off-Campus Program, the OFA must be contacted.

State Work-Study Program (SWSP)

This program is a division of the PHEAA Off-Campus Federal Work-Study Program. Students who are Pennsylvania residents and who are eligible for financial aid have the opportunity to enhance their employability by gaining career-related work experience in community service or high tech projects. The private or nonprofit organization pays the remaining 50%.

A directory of the PHEAA-approved state organizations is available at www.pheaa.org.

Contact OFA for information about the State Work-Study Programs and application procedures.

FWS AWARD ADJUSTMENTS

Financial aid received may not exceed documented financial need. If aid during the course of the year exceeds need, the FWS award may be reduced. The student will be notified of changes necessary. Any adjustments the student wishes to make regarding an increase/decrease of his/her FWS award must be approved by the OFA.

OFFICE OF FINANCIAL ASSISTANCE
Second Floor
Kennedy Hall
610-519-7934

It is the student’s responsibility to make sure that his/her on- or off-campus employer approves the hours via web time entry or time sheets by the proper deadline.

Incomplete and illegible time-sheets, as well as time sheets or web time entry that contain unpermitted or unworked hours, will not be processed and will be returned to the job supervisor for attention.

Payment is on a bi-weekly basis. Pay schedules are available at www.payroll.villanova.edu.

A. Paychecks will be distributed as follows:
   1. Direct Deposit: Direct Deposit is available for students’ paychecks and is encouraged. The Payroll Office will not mail pay checks to students. Direct Deposit forms are available at www.payroll.villanova.edu through the Payroll Office web site. Students who currently have their pay deposited into their bank account will have their pay stub statement available on MyNova.
   2. Paycheck: On-campus residents will have their check placed in their campus mailbox. Off-campus residents will pick up their check at the student mail room (basement in Kennedy Hall) during normal operating hours of 9:00 AM to 4:00 PM. Current picture ID is required to pick up check.

   B. The Payroll Office, located in St. Mary’s Hall, West Campus Room 121, must be notified of all changes of address (local and/or permanent) at all times. Their email address is payroll@villanova.edu.

STUDENT RESPONSIBILITIES

• Students who are awarded summer FWS must be placed in a FWS position by July 1 or their award will be cancelled.

• If a student is not planning to return to school or to their previous department of employment, the OFA must be notified immediately so that the proper steps may be taken to adjust their award and ensure replacement. Written notice of voluntary termination should be given to the job supervisor and to the OFA.

• Once working, a student must maintain the same standards of conduct expected of any part-time job.

• The name “Work Study” does not imply that a student is exempted or released from the same standards of conduct expected of any other students.

• Net earnings from both the summer and term periods are expected to be saved and applied to the educational expenses of the academic year.

• Students are expected to remain in the FWS position selected for a minimum of one semester. Only one off-campus job per summer and one per term are permitted.

• Off-Campus FWS employees may be subject to local wage taxes. Students should contact the appropriate local government agency at the onset of employment to be aware of the terms of this responsibility.

• Students are responsible for keeping track of dollars earned so that the FWS award is not exceeded.

• Verification of matriculation, the number of credits earned, and the number of credits for which the student is registered are necessary for all aid recipients. Students must maintain satisfactory academic progress at all times. Please refer to the OFA website at http://www.villanova.edu/villanova/enroll/finaid/policies/academic_progress.html for Villanova University’s Satisfactory Academic Progress Policy.

REAPPLICING FOR FWS

Students must reapply for financial aid prior to each academic year at which time FWS will be awarded, if eligible. Please follow the application process and required deadline dates indicated on the OFA website.

REGULAR STUDENT PAYROLL

Regular Student Payroll is not the same as employment through the Federal Work-Study Program. Regular Student Payroll is employment where wages are paid by the hiring department and is coordinated by the Payroll Department and Office of Financial Assistance. Students are permitted to have a Regular Student Payroll job in addition to a FWS position if one is available. Preference is given to FWS students for all available job openings before regular non/work-study students can be placed.

COMMUNITY SERVICE POSITIONS

Federal Work-Study community service jobs provide students with the option of combining their financial need to work with their personal goals of helping the local community.

Community service opportunities that improve the quality of life for community residents are available in the following fields: health care, child care, literacy training, education, welfare, social services, housing and neighborhood improvement, recreation, community improvement, and support services to students with disabilities.

Students interested in additional information should contact the Office of Financial Assistance.

Those interested in university-sponsored tutoring positions should contact Rays of Sunshine at www.villanova.edu/studentlife/sunshine.

Federal Work Study students do qualify for these positions.