

## Federal Work-Study: Returning Student Guide

Use this step-by-step guide to determine whether a current Federal Work-Study employee is eligible to return as a Federal Work-Study employee for the 2022-2023 academic year.

---

### Student Responsibilities

- The student should complete the 2022-2023 Free Application for Federal Student Aid (FAFSA) using WVU's school code 003827. The FAFSA deadline for students who wish to be considered for Federal Work-Study is **March 1, 2022**. The FAFSA can be easily completed via the [Federal Student Aid website](#) or via the [myStudentAid mobile app](#).
    - The student should mark "Yes" when the FAFSA asks if they are interested in being considered for work-study. For other FAFSA tips, visit our [Complete the FAFSA](#) page.
  - The student should ensure they have no [outstanding financial aid requirements](#) — these may render them ineligible for financial aid, including Federal Work-Study. Students should [contact the WVU Hub](#) if they need assistance completing their outstanding tasks.
- 

### Supervisor Responsibilities

- The supervisor should schedule a conversation with each current work-study employee to discuss if they would like to return to their work-study position in the 2022-2023 academic year.
  - The supervisor should complete the [2022-2023 Request for Returning FWS Student form](#) – listing each returning student employee – by **February 18, 2022**.
- 

### Moving Forward

- The supervisor and student will receive a confirmation email congratulating them on their FWS renewal if the student is eligible to return to their position.
  - The supervisor will receive a final confirmation email in April with the status of all students submitted on the Request for Returning FWS Student form.
- Please note that in order to remain eligible for Federal Work-Study throughout the academic year, students must [maintain satisfactory academic progress](#) for financial aid eligibility. They should monitor their MIX email throughout the year for important messaging about maintaining their aid.

When completed, this form contains information protected under the Family Educational Rights and Privacy Act (FERPA) as part of the Privacy Act of 1974. WVU is an EEO/Affirmative Action Employer – Minority/Female/Disability/Veteran.