

Office of Student Financial Assistance Work Study Guidelines 2017-18 Academic Year

Award info:

All: \$2,500

Authorization cards:

- Are available on the IUB FWS SharePoint site
 - <https://indiana.sharepoint.com/sites/bosfa/fws/SitePages/FWS.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 access last year, you should have access this Academic Year. If you are encountering an error, please email iubosfa@indiana.edu with exactly what is going on.
- You can access Authorization Cards from August 7th 2017 to September 11th 2017.

Employer Appeals:

- We will determine whether we will grant appeals after October 1st 2017.
- Employers should email iubosfa@indiana.edu to request a Federal Work Study (FWS) award for the student.
- Please keep in mind FWS appeals will be approved based on available WS 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.
- You may request the job description form from iubosfa@indiana.edu
- Or download a copy from our FWS website:
 - <https://indiana.sharepoint.com/sites/bosfa/fws/Shared%20Documents/Forms/AllItems.aspx>
- Submit job descriptions to OSFA Attn: Jenn Abrams at iubosfa@indiana.edu

Employer Contact Info:

Jennifer Abrams FWS Coordinator

iubosfa@indiana.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: blfinaid@indiana.edu

Phone: (812) 855-6500