**Important Notes**

* Students must not begin working until they have been contacted by the Financial Aid Office and/or received a Welcome Letter stating their work-study award.
* Students will be awarded a maximum allotment for Federal Work-Study funds which is their “earnings limit.” Students should work with their supervisors to schedule their work in such a way that they do not exceed their earnings limit before the award year ends. Students may not work after they reach their earnings limit.
* Federal Work-Study Allocations change annually, which means that the annual allotment for each student is subject to change each year.
* Eligibility must be re-evaluated each year by submission of a renewal FAFSA and a new Work-Study Employment Application
* Students are selected for employment based on the FAFSA eligibility requirements, qualifications indicated on their application, the needs of each department, and the availability of the positions.