



## Navigating Work-Study . ---

Work-study is a form of financial aid that provides part-time employment opportunities for students with demonstrated financial need (as determined by the Free Application for Federal Student Aid, FAFSA). Federal and state work-study funding supports most students' wages earned in work-study jobs.

### Fall/Spring Work-Study Process

#### Eligibility

- ◇ A FAFSA must be on file to determine eligibility.
- ◇ Not all eligible students are initially awarded work-study, and some may decline it.
- ◇ Students who are **not** initially offered work-study can request a review through Student Financial Services (SFS) via [askSFS](#).

#### Notification

- ◇ Financial aid packages for fall and spring semesters are available mid-July.
- ◇ Work-study eligibility is included in financial aid notices, accessible through UDSIS under the Student Financials tab.
- ◇ SFS notifies eligible students with employment instructions and work-study usage guidelines.
- ◇ The Student Employment Office can assist departments in identifying work-study eligible students for fall and spring semesters only.

#### Funding

- ◇ Work-study funding is available from the first day of classes through the last day of exams. If a student works beyond this period, the funding automatically switches to the departmental budget.
- ◇ Departments must complete the JED to designate work-study funds, manage student hours, and monitor award allotment.
- ◇ If funds are low, departments can email [finaid-work@udel.edu](mailto:finaid-work@udel.edu) to request additional funding, though it is not guaranteed.

### Summer/Winter Work-Study Process

Work-study is not automatically available during winter and summer. Eligibility is determined individually by SFS. Students must submit an eligibility review request, and SFS will notify them of their status and any potential impact on their remaining work-study award for the academic year.

**For Departments Hiring Work-Study Students the following requirements apply:**

- ◇ Students must submit an eligibility review request to SFS at the time of course registration for the session.
- ◇ Requests are submitted via [askSFS](#), with a response within 10 business days.
- ◇ Funding is limited and depends on overall availability and the number of student requests received.
- ◇ Students may submit a request even if they are not yet enrolled in classes; however, they are **encouraged** to submit their request as soon as they register.