

Hiring Work-Study Students Frequently Asked Questions

Q: What is work-study?

A: Work-study is a form of financial aid that provides part-time employment to students with demonstrated financial need, as determined by the Free Application for Federal Student Aid (FAFSA).

Federal and state work-study programs cover a significant portion of student wages, making it more cost-effective for departments—both on and off campus—to hire student workers. This support helps lower departmental labor costs while providing students with valuable, career-relevant experience.

Q: What makes a student eligible for work-study?

A: To be eligible, students must submit the FAFSA each academic year. Work-study awards are typically confirmed in July. In addition to completing the FAFSA, students must:

- ◇ Be an undergraduate student
- ◇ Enrolled in a minimum of six credit hours during the employment semester (fall and spring only)
- ◇ Maintain a cumulative GPA of 2.0 or higher
- ◇ Ensure work schedules do not conflict with class times
- ◇ Work no more than 20 hours per week during the semester

Q: How does hiring work-study students support departmental cost-effectiveness?

A: Hiring work-study students provides access to motivated talent at a reduced cost. Federal and state funding typically covers 75% of a student's wages, with the department responsible for the remaining 25%.

Students generally earn at least minimum wage, and a typical award is around \$2,000 per academic year (\$1,000 per semester). This significantly reduces labor costs while supporting student development.

Q: Are there any restrictions when hiring work-study employees?

A: Yes. Work-study students:

- ◇ Cannot work more than 8 hours per day or 20 hours per week during fall and spring semesters
- ◇ May hold multiple work-study jobs, but total hours across all roles must not exceed 20 hours per week. Departments should coordinate with students to manage schedules effectively.
- ◇ Must be employed only between the first day of classes and the last day of exams for the term to use funding.

Q: Is work-study available during winter or summer sessions?

A: Work-study is not automatically available for winter or summer. With or without course enrollment, eligibility is determined individually by Student Financial Services (SFS). Students must

submit an eligibility review request through [askSFS](#). SFS will determine eligibility and inform students of any impact on their award for the academic year. Responses can take up to 10 business days.

Q: How should departments manage work-study students?

A: Supervisors are responsible for ensuring students do not exceed their work-study award for the semester. Key management steps include:

- ◇ Monitoring balances in UD WorkForce
- ◇ Ensuring students only work during the designated award period (first day of classes to last day of finals)
- ◇ Completing the JED to allocate work-study funds
- ◇ Emailing finaid-work@udel.edu if additional funds are needed (not guaranteed; subject to SFS review)

Q: How can departments verify student work-study eligibility?

A: Students can confirm eligibility by checking the Student Financials tab in UDSIS. The Student Employment Office can also assist in confirming eligibility for applicants using Talent Link.

Q: What if a student loses work-study eligibility and the department can't fund their wages?

A: Offer letter templates in Talent Link include a clause stating that employment is contingent on work-study eligibility. If a student becomes ineligible, the offer can be rescinded, ensuring clarity and managing expectations at the time of offer.