



SUMMER 2013: MAY 25 – AUGUST 2

Public Service Work Study: Where doing good pays

If you want to stay in D.C. over the summer, why not earn some money and do some good too? Through this program students earn their Federal Work Study (FWS) awards by working in D.C.'s thriving nonprofit or government sectors.

Partner organizations work in areas such as education, youth development, conservation, human rights, and the arts. Public Service Work Study positions look great on your resume when applying for internships and full-time jobs in the future.

Some of the 2013 participating organizations are:

- Capital Partners for Education
- Human Rights Watch
- Kid Power
- Sitar Arts Center
- National Parks Conservation Association
- Smithsonian National Air and Space Museum

Only students with a summer FWS award will be eligible to apply for summer positions in this program. To obtain a summer FWS award follow the instructions in the attached document entitled "How to Obtain a Summer FWS Award". Secure a FWS award soon and no later than April 26, 2013.

Getting Paid

Eligible students receive s FWS awards up to \$4,000 for the summer. Students earn an hourly rate ranging from \$9.00 to \$15.00 depending on the position and experience. Unlike a loan, money is not paid before you earn it. Instead, students are paid for hours worked, up to a maximum amount of their FWS award.

AU will pay you directly according to the university's bi-weekly pay schedule. The summer FWS program runs from May 25, 2013- August 2, 2013. Your start date and schedule will be set according to your availability and the organization needs, within the summer FWS term.

Questions?

Check out the following summer FWS FAQs or visit <http://www.american.edu/studentjobs/>. If you still have questions, email publicserviceFWS@american.edu or call 202-885-1807.

Interested in the DC Reads summer FWS program

If you want to be DC Reads tutor, visit the [DC Reads web page](#) or email dcreads@american.edu or call 202-885-READ (7323). Do not complete the attached "Summer FWS Request Form--PSWS". Contact DC Reads for the correct form and process.



HOW TO OBTAIN A SUMMER WORK STUDY AWARD

You must obtain a summer FWS award before you can apply for summer Public Service Work Study positions. To determine your eligibility follow the steps below:

Step 1: Prepare and file your 2012 taxes.

Step 2: Complete the FAFSA. You must file your taxes before completing the FAFSA. To learn more about this go to Financial Aid's [FAFSA site](#).

Step 3: Complete the "Summer FWS Request" form and submit it to Tasha Daniels in the [Career Center](#). The Financial Aid Office will process the form. You will be notified about your summer FWS status 3-5 business days after the form is submitted.

Step 4: Apply for summer Public Service Work Study positions. Students with a confirmed summer FWS award will receive job listings.

You must obtain a summer FWS award before applying for summer positions. Apply to multiple positions to ensure you land a position. Check the [Student Jobs](#) website regularly, as new positions will be posted in upcoming weeks. If your skills are a match, the hiring manager at the organization will contact you to schedule an interview.

****To be eligible for summer FWS, complete steps 1-3 ASAP and no later than April 26th. Though the FAFSA deadline set by Financial Aid is May 1, you should complete the steps above by April 26, 2013 if you wish to secure a summer FWS award.****

Questions

Check out the summer FWS FAQs or visit <http://www.american.edu/studentjobs/>. If you still have questions, email publicserviceFWS@american.edu or call 202-885-1807.

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SUMMER FWS FAQs

- Q. Do I have to take summer classes to be eligible for summer FWS?
A. No, but you must be registered for fall classes. If you graduate this spring or summer you will not be eligible for summer FWS.
- Q. Will a summer FWS award impact my fall/spring FWS award?
A. No, summer FWS is a separate award.
- Q. How much is a summer FWS award?
A. The maximum summer FWS award is \$4000.
- Q. How many hours per week can I work?
A. During the summer you can work up to 40 hours per week. Actual schedules will vary depending on the position but will be 40 hours or less.
- Q. Can I earn a summer FWS award on campus?
A. No, for summer 2013 all FWS positions are off-campus at pre-approved government organizations or nonprofits.
- Q. If I did not earn my entire current spring FWS award can I use it during the summer?
A. No, summer is the start of a new academic year. If you did not earn all of your spring FWS award it will not roll over to the summer.
- Q. When does the summer FWS term start and end?
A. May 25 – August 2, 2013

Additional Questions

Email publicserviceFWS@american.edu or call 202-885-1807.

2013 SUMMER FWS REQUEST FORM

Dear AU Student:

Thank you for taking an interest in the Summer Federal Work-Study (FWS) Program. Federal Work Study funds are extremely limited and preference will be given to students participating in community service initiatives. Below are a few requirements essential for your participation in the FWS Program. The purpose of the FWS Program is to stimulate and promote part-time employment of registered students who are eligible for financial aid. The program provides a variety of positions, and the goal is to provide job experience in areas closely related to the student's career or educational goals.

In order to be eligible for the program, you as a student must have completed your 2013/2014 Free Application for Federal Student Aid (FAFSA). Along with the FAFSA, students should have submitted all necessary documents to the Financial Aid Office that may have been requested once the FAFSA was received.

Summer FWS starts on May 25, 2013. The money that you earn during the summer will not be subtracted from the amount offered to you for the regular academic year.

Please check (✓) next to each requirement to be eligible for FWS.

_____ I was registered for at least 6 credits for the Spring 2013 semester and will be registered for at least 12 credits for the Fall 2013 semester

_____ I am not graduating at the end of the summer session of 2013.

_____ I understand that my award can be adjusted or cancelled at any time by the Financial Aid Office.

_____ I understand that my employment for the summer session will end on August 2, 2013 or earlier.

AFFIDAVIT: I am applying for FWS Program funds that will be used during the summer of 2013, under the provisions of the program. I understand that I cannot begin working until my supervisor verifies that I am eligible for summer Federal Work Study. I certify that I was enrolled full time for the Spring 2013 semester, and that I will enrolled full time for the Fall 2013 semester. I understand that if I drop below full-time credits, I may lose my eligibility to participate in the FWS Program. I also understand my summer award is contingent upon my meeting satisfactory academic progress during the 2012-2013 school year.

Print Name: _____ Student ID: _____

Signature: _____ Date: _____

Name of AU Your Federal Work Study Supervisor: Tasha Daniels

Department: **Public Service Work Study Program, Career Center**

Return to: Tasha Daniels in the Career Center, 5th Floor Butler Pavilion

Directions to the Career Center: Take elevator from the bookstore up to the 5th floor