Federal Work-Study (FWS) is a federally funded program that provides part-time jobs during the academic year for our graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s program of study.

Step 1. Submit to the Financial Aid Office your (spouse) signed 2014 Federal Tax Transcript or transfer your tax information from the IRS website to your FAFSA using the IRS Data Retrieval Tool. Refer to the Instructions for Requesting Tax Transcript form. If you were not required to file taxes, submit the Non-Tax Filer Statement form.

☐ You will be notified if additional documentation is required.

Once the review is complete a Federal Work-Study Award packet will be mailed to you.

Step 2. Review Award packet materials – Complete, sign, and return the Federal Work-Study Award Letter AND Authorization Form to the Financial Aid Office. Compensation may not exceed the amount awarded for the academic year. Federal regulations require that Pacifica Graduate Institute have written authorization from a Federal Work-Study recipient prior to using the money earned to pay for your education-related institutional charges such as tuition and residential/non-residential fees, etc.

Step 3. Review job listings, submit a cover letter and resume to Pacifica’s Human Resource (HR) department for the position where you believe your experience/qualifications fit best. The Federal Work-Study award is not a guarantee of employment. Students need to apply and be hired into a position. Pacifica’s HR department will perform your background check. Once the job site notifies Pacifica of your hiring a New Hire Packet will be prepared for you.

☐ Submit all required New Hire documents to Pacifica’s Human Resource Office in a timely fashion.

Department of Human Resources
Pacifica Graduate Institute
249 Lambert Road
Carpinteria, CA 93013
hr@pacific.edu

Step 4. Disbursement of Funds will be handled by Pacifica’s Student Accounts Office. With your authorization, Federal Work-Study funds will be applied towards your student account twice a month. Keep in mind the following:

- timesheets must be certified by the student’s job site supervisor
- wages will be paid bi-monthly (refer to Pay Schedule)
- with your authorization, Pacifica will apply the money earned to education-related institutional charges such as tuition and fees.
Terms and Conditions

- Students who wish to be considered for the Federal Work-Study program must complete the Free Application for Federal Student Aid (FAFSA) and meet eligibility requirements for Federal student aid.
- Students must meet the Financial Aid Satisfactory Academic Progress (FSAP) requirements.
- Students must submit the signed 2014 Federal Tax Transcript (or Non-Tax Filer Statement) or transfer data using the IRS Data Retrieval Tool to the Financial Aid Office. Student may be requested to submit additional documentation ex: Verification Worksheet.
- An Award packet will be mailed once the FAFSA and verification is complete.
- Students must formally accept their Federal Work-Study award by returning the signed Award letter and Authorization Form for Federal Work-Study to the Financial Aid Office.
- The award amount is specific to the current academic year. Employment start/end dates will match your program quarter dates for the academic year.
- Students who receive a Federal Work-Study award may apply for the work-study jobs listing provided by the Financial Aid Office and Human Resources.
- To be eligible for a Work-Study position, students must be enrolled full-time in coursework or dissertation.
- A student must have a Federal Work-Study position to earn the federal work-study money.
- A student will be paid depending on the job description of at least the federal minimum wage up to $15/hour.
- Students may work no more than 20 hours per week.
- Federal Work-Study wages are taxable.
- Students may earn wages up to the amount listed on the financial aid award letter. Work-study wages will appear on the student’s My.Pacifica Self-Service. Wages are paid bi-monthly. Refer to the Payment Schedule for specific dates.
- The student is responsible for transportation to job site location in Los Angeles, Ventura, or Santa Barbara counties.
- Student will work directly with Pacifica’s Human Resource Department for hiring.
- Students will be required to have a background check performed before employment may begin. Average time for response 5-7 business days or longer depending on personal history.
- Students will be required to complete Sexual Harassment Training through Pacifica.
- The student is responsible to pay for additional employment requirements (ex: fingerprinting, first aid training, etc.)
- Students are not permitted to operate a company motor vehicle or transport passengers while performing job duties.