

Thank you for your interest in the Federal Community Service Work Study (FCSWS) program at Carnegie Mellon University's (CMU's) Heinz College. FCSWS is a federally subsidized student work program. It provides eligible students the opportunity to earn money to help cover education-related expenses by working for an eligible public, government or 501(c)3 non-profit organization whose mission and work benefit the community.

Students are paid \$17 per hour (\$21/hr in Washington DC). Typically, 30% of the student's wages are paid by the hiring organization and the remaining 70% are paid by the federal government (specifically, the Department of Education). Please contact us if your organization is unable to pay the 30% non-federal share.

Students are paid through CMU's payroll system and, unless otherwise specified, CMU's Accounting Office bills the hiring organization for 30% of the students' total gross earnings, once per month. All contracts terminate and all positions end at the end of the employment period and/or when the student has earned the entirety of their Federal Work Study award- whichever happens first.

Complete terms and conditions of the program are detailed in the contract (Participation Acknowledgment) that the hiring organization enters into with CMU. Here are a few key points:

- **The student must have a Federal Work Study award**
- **The employer must abide by the hourly pay rate and students must not receive compensation from the employer beyond the non-federal share**
- **The hiring supervisor must submit e-mail approval of the student's hours to the Heinz College Office of Financial Aid on a bi-weekly basis**
- **Overtime is not permitted through the program. Any hours worked in excess of 40 per week will be charged 100% to the hiring organization at a rate of time and a half (\$25.50 per hour/\$31.50 in DC)**

Heinz College's Office of Financial Aid must formally approve the organization and position before the student can begin working. Hiring organization and position eligibility are determined by submitting the following:

- **A detailed job description**
- **FCSWS Supervisor Overview**
- **FCSWS Hiring Form**
- **FCSWS Participation Acknowledgment (contract)**
- **IRS 501(c)3 determination letter (if applicable)**

Heinz College's Office of Financial Aid will review all documents for compliance with federal guidelines. Once the position has been reviewed and approved, the hiring organization and the student will be notified via email. Please note that students are not permitted to begin working until the position has been approved and that approval is at the sole discretion of the Heinz College's Office of Financial Aid.

Please feel free to contact me at 412.268.1622 or hzfinaid@andrew.cmu.edu with any questions you might have about the FCSWS program.

Best,
Stamatis

Stamatis Marinos

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