What is Work Study?

Work Study is a federally subsidized hourly-wage job program. For example, if a department pays you $10.00 per hour, it costs the department a net of $5.00 per hour because of the subsidy from the federal government. There are three advantages for the work study student:

1. The subsidy makes you a highly sought-after employee.
2. Work-study earnings do not count against your aid eligibility when you fill out next year’s Free Application for Federal Student Aid (FAFSA) or the California Dream Act.
3. Work-study gives you the opportunity to earn part of your college costs, rather than increase your loans. The less debt you graduate with, the more choices you’ll have in life.

Who is eligible for a work study job?

Students who are eligible for Work Study will have a Work Study award on their eFAN. The award is only valid for the specified FAN period. Awards cannot be rolled over. There are several requirements a student must meet in order to qualify for a work study award. All awarding is dependent on funding availability from the UCLA Financial Aid and Scholarships office.

1. Must submit a FAFSA or Dream Application on time by the priority deadline of March 2nd.
2. Demonstrate financial need with an EFC of $12,000 or less.
3. Must be enrolled at least half time (undergraduates 6 units & graduates 4 units).

Where can I find Work Study jobs? Am I guaranteed to find one?

Almost any on-campus job can be considered for Work Study; however the employer must submit the job to the Work Study website for review and approval. Students can go directly to on campus departments and ask if there are any available work study jobs. They can also go directly to the UCLA Work Study Job bulletin through which has a current listing of approved Work study jobs. This website is updated daily and provides students with contact information for each job posting to either email or call the employer. Although you are not guaranteed a job we encourage you to look early and often in order to be more likely to obtain one.

How does a student become officially placed in the program?

Once a student has accepted a position they must have their referral form submitted to the Work Study office. This must be done by the hiring deadline specified for the award period. Students are responsible for making sure their referral form has been submitted. Once an employer has submitted a referral form it will be viewable on the Student Work study website under “referral.”

Depending on if you are working On or Off-campus you will need your referral form submitted a different way.

On-Campus:

- The employer must complete and submit the student’s referral form on the Work Study Website.
Off Campus (includes ASUCLA):

- Students must print their referral form from the Student Work Study website & have their off campus authorized employer fill it out.
- Students must present their signed referral form and hiring paperwork to the UCLA Financial Aid and Scholarships office along with hiring documents (view acceptable I-9 forms) and a voided check.
- Once all hiring paperwork is complete Financial Aid and Scholarships will authorize/stamp the referral form. This stamped referral form must be given back to your employer. This authorizes you to begin working and officially places you in the program, per date specified on the form.

How do I get paid?
Once you have been hired, your wages will be paid to you via direct deposit to your personal bank account. Since your earnings will be paid directly to you, work study does not directly impact your BAR bill at UCLA. It will be up to you to determine how to spend your earnings. Students are generally paid bi-weekly. Time records must be submitted bi-weekly by their established deadline.

How much money can I make/how many hours can I work?
- You can make up to the award amount listed on your eFAN. For example, if you have a $2000 work study award the maximum you can make under work study is $2000.
- In order to know how many hours you can work you must calculate the award divided by your pay rate. That figure will be the total number of hours you can work based on your position.
  - Ex) $2000 Award ÷ $10.00 Pay rate = 200 hrs maximum

What is the hiring deadline?
The hiring deadline is a set date that students must be properly hired by in order to have their award. If a student is not officially hired by the hiring deadline (please refer to “how does a student become officially placed in the program” question above) they will have their award canceled. The summer and academic year each have a hiring deadline for these dates and other please refer to the Work Study Program Calendar.

How do I get paid?
All students are paid bi-weekly based on the dates specified for each pay period. Time records must be submitted on time (by the due date specified on TRS). Students hired under ASUCLA do not submit their time via the TRS system. This is done automatically by ASUCLA.

General information:

- Maximum of 20 hours per week.
- Students can only be in one work study job at a time
- Work Study students must be paid at least minimum wage. Wage must be within reason to the position and other employees in a similar position
- Summer work study is available if you are enrolled and apply for summer aid.