**Understanding the Framework, Terminology, and Budgeting**

**of Wartburg College’s Student Employment Program**

**February 2024**

The Wartburg College Student Employment program has two primary categories: Campus Employment (CE) and Federal Work-Study (FWS). Community Service (CS) is a subset of Federal Work-Study.

**Wartburg College Student Employment Program**

**Campus**

**Employment**

**Community Service**

**Federal Work-Study**

In 2022-2023, $1,842,194 in total was spent on student wages and of that amount about 87.5% was under the Campus Employment program, self-funded by the College.

Federal Work-Study funding makes up a small portion of the overall student employment budget, accounting for only 12.5% in 2022-2023.

**Campus Employment (CE)**

The Campus Employment (CE) program is self-funded by the College. All students are eligible for campus employment. Most students are paid an hourly wage under this program.

**Federal Work-Study (FWS)**

The Federal Work-Study (FWS) program is a financial aid-based program and provides funding for students who are eligible to work and earn a specified amount of money based on their individual financial need. To be eligible for the FWS program, students must demonstrate financial need (determined by their FAFSA application results), be a full-time student, be a citizen or permanent resident, and meet other federal/state eligibility requirements. FWS awards are not automatically renewed each year.

It is beneficial for students to be awarded a FWS award as the wages students earn from their on-campus job are considered “financial aid” instead of “income on the following year’s FAFSA application. Therefore, the students’ earnings are not a deterrent against them when they are considered for more need-based aid the following year. Nonetheless, the amount of a student’s FWS award indicates a student’s potential earnings for one academic year and, therefore, is limited. Wartburg College counters this limitation by switching a student to the Campus Employment payroll allowing students to continue working on campus.

The amount of a student’s FWS award is not automatically credited to their student tuition account. Students with FWS awards must work on campus to earn their wages and then may directly apply all or a percentage of their wages to their student tuition account by utilizing the Wartburg College Student Payroll Deduction Agreement.

The acceptance of a FWS award does not guarantee students an on-campus position. All students interested in working on campus must apply for on-campus positions, whether they receive a FWS award or not. FWS eligible students can work in any role on campus except for positions that involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. Wartburg College hiring managers are blind to students’ FWS eligibility when hiring student employees to work in their departments.

Additionally, the terminology “work-study” was never intended to allow students to study during their work time. Studying, working on homework, utilizing a personal device, playing games, etc. when clocked in for work is not permitted at Wartburg College.

**Community Service (CS)**

The Community Service (CS) program is a subset of the Federal Work-Study (FWS) program. Like the FWS program, CS is a financial aid-based program and maintains the same guidelines as the FWS program. Students working in a department that provides services that are designed to improve the quality of life for community residents, particularly low-income individuals or to solve particular problems related to their needs, may fall under the Community Service classification.

The College must use at least seven percent of its FWS allocation to employ students in community service jobs with at least one or more FWS student employed as a reading/math tutor for children in a reading/math tutor project or performing family literacy activities in a family literacy project.