

Johns Hopkins University
Student Financial Services
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Memorandum

To: All On-Campus Federal Work-Study Employers

From: Jean Marie Coleman, Senior Assistant Director & Manager of Federal Programs, Student Financial Services

Date: November 15, 2022

Re: Federal Work-Study (FWS) during Intersession, 2023 (KSAS/WSE Undergraduates)

We are pleased to inform you that Federal Work-Study (FWS) will be available during intersession for KSAS and WSE undergraduate students. The following define the rules that apply to intersession FWS as well as explain how to properly charge/pay non-FWS hours.

- Thursday, December 22, 2022: Last day for undergraduate to work for the fall semester. Earnings for students who work beyond December 22 cannot be reimbursed.
- Intersession will run from January 3- January 20, 2023.
- FWS will cover up to 40 hours per week.
- There is NO FWS available for Winter Vacation (December 23 to January 2). Any hours worked during these dates must be charged 100% to the hiring department.
- Students and their supervisors are expected to monitor earnings carefully to ensure that work-study allotments are not exceeded. Please be aware that students are not awarded additional FWS funding for work during Intersession. If a student chooses to use their FWS award to work during Intersession, they will be depleting their academic year FWS allotment. Students and employers must monitor hours and earnings carefully to ensure that the student does not exceed the FWS award.

Note: Employers are responsible for 100% of the salary for students who work outside of the published FWS dates