Memorandum

To: All On-Campus Federal Work-Study Employers  
From: Tom McDermott, Associate Vice Provost for Financial Aid  
Date: December 4, 2023  

Re: Use of Federal Work-Study (FWS) during winter break, 2024 (all students)

This memo outlines the guidelines for using the Federal Work-Study (FWS) program during the 2024 winter break*:

1. **Eligibility:** Students must be returning to take classes in the spring 2024 term, and have an FWS award for the 2023-2024 school year. Unsure if your student qualifies for FWS? Students can access their FWS Authorization Form in SIS by clicking on the ‘Financial Aid>Federal Work Study Authorization Form’ link.

   Note: If you discover a student with an unused FWS award, please contact HRSharedServices@jhu.edu for assistance with retroactive corrections.

2. **Work Hours:** Up to 40 hours per week can be covered by FWS during the winter break.

3. **Supervision and Certification:** All work must be supervised, with hours certified by on/off-campus employers.

4. **Intersession Enrollees:** Students enrolled in intersession classes cannot work during their scheduled class times.

5. **Holiday Closure:** Hopkins and many off-campus employers will be closed from December 23rd to January 1st. Work during this period must be approved and supervised by the employer.

6. **Monitoring Earnings:** Supervisors must ensure students do not exceed their FWS awards. Utilizing FWS during winter break will reduce the available FWS funds for the academic year.

7. **Award Increases:** Employers and students may request an increase in FWS awards by submitting a “Work Study” ticket at https://support.sis.jhu.edu/find-answers/financial-aid/work-study.

8. **Inquiries:** For other Federal Work Study questions, contact Financial Aid via the SEAM Portal.

**Note:** Employers are responsible for 100% of wages for students who exceed their FWS award.

*The winter break may vary by JHU campus. Visit https://registrar.jhu.edu/academic-calendar/ if you are unsure of the dates