



Federal Work Study and College Work Study Policy

I. Student Eligibility for Federal Work Study and College Work Study

Students are permitted to work on and off campus while enrolled at South Texas College of Law Houston (STCLH). The preference is for students to gain experiential opportunities; however, full-time students may not work more than 20 hours per week during the academic year.

A. Federal Work-Study

Employment through Federal Work-Study (FWS) is a way to reduce student loan debt and gain valuable experience. To be eligible for FWS, a student must:

1. Complete a FAFSA;
2. Have financial need;
3. Maintain enrollment for a minimum of 6 credits in the fall and spring semesters; and
4. Borrow less than the maximum amount of Federal student loans available.

Students who borrow the maximum amount of student loans and wish to work must reduce the amount of their loans to become eligible for FWS.

- Students who have not received their loan refund can request that the Financial Aid Office decrease their loan amount.
- Students who have received their loan refund must return a portion of their loan to the STCLH Accounting Services Office to become FWS eligible. Once a portion of the student's loan is returned to Accounting Services, the student will be eligible for FWS.

The Financial Aid Office, the Library, and other STCLH departments advertise open FWS positions on Stanley. Certain off-campus employers also advertise FWS positions on Stanley. Students interested in a FWS position must submit a resume to the appropriate STCLH department, government agency, non-profit agency, or law firm. Once accepted for employment, the Financial Aid Office will determine the student's eligibility for FWS.

Students who meet all of the FWS eligibility requirements will be hired, and a FWS award will be placed on the student's Financial Aid Self-Service Portal on Stanley. A student can earn up to the maximum amount of the award.

B. College Work Study

Students who borrow the maximum amount of student loans, but who do not wish to return a portion of their loans, ARE NOT ELIGIBLE for FWS; similarly, they will not be considered for a College Work Study (CWS) position. Justification for hiring a student under CWS does not include the student's unwillingness to borrow less than the maximum amount of student loans.

CWS is funded by STCLH and is limited based on the needs of the department and a student's unique circumstances. The following students may be considered for CWS:

1. International students;
2. Students who borrow the maximum in student loans, but have extenuating financial circumstances.

II. STCLH Department Guidelines for Hiring FWS and CWS Students

STCLH departments wishing to hire FWS students must do the following:

1. Request FWS funds in their annual department budget;
2. Provide the Financial Aid Office with a job description;
3. Provide the Financial Aid Office with their department's budget codes;
4. Provide the Financial Aid Office the beginning and ending dates of employment for each student and the number of hours per week each student will work.

STCLH departments will be limited, in most cases, to hiring only students who are eligible for FWS.

Those on-campus departments who wish to hire students through CWS must have the request approved by the Associate Dean for Academic Affairs. **[Note to Emily: Dean Barry inserted this last sentence; however, I believe the four steps above only apply to FWS, rather than CWS. What do the departments need to do after approval to hire a CWS student?]** If the request is approved, the department must comply with the four steps above.