FAQ’s for Work Study Students

How does work study work?

If you qualify and funds are available, you will receive work-study on your award notification. You may view the list of available jobs through our UTHSCSA Office of Veteran Services and Financial Aid website and begin applying for applicable job opportunities. Once you find a position and are hired, you will be paid twice per month based on the number of hours you worked. Note: Students may not exceed working 20 hours per any given week. It is also important to understand that a work-study award is a potential to earn and not a guarantee of employment at all but rather an opportunity a student may be able to utilize.

Why don’t I qualify, or why was I given a reduced amount?

Since work-study is a need-based fund, it must fit within your Cost of Attendance. Scholarships, grants, stipends, and some loan programs are also need-based, so there may not be room for work-study without taking something away or reducing other awards. We must also take your Expected Family Contribution (EFC) into consideration. The EFC is calculated based on the information you provide on your FAFSA.

What if I wasn’t awarded work-study?

If you were not awarded work-study, check with the Office of Veteran Services and Financial Aid to see if you qualify. If you qualify, you may ask to be placed on a waiting list. In the event that we have students who decline to participate in this program, we will award funds to students on a first-come, first-served basis in the order their names appear on the waiting list.

*Note: Placement on this waiting list is not a guarantee that you will be awarded.*

What do I need to do to start working?

Students may NOT start working until HR clears the student and position is funded. Hours worked before start date will not be paid. All required paper-work will typically be completed at the financial aid office. You will be required to submit a W4 form, I-9 form, Sanctioned background check, and direct deposit authorization (optional). These forms are found on our website at [http://studentservices.uthscsa.edu/FA_Forms.aspx](http://studentservices.uthscsa.edu/FA_Forms.aspx).