Q: What is the typical work-study award amount?
A: This varies based strictly on the student’s economic need established by the FAFSA. The award range is typically $1,000-$3,000 with the average being $2,000 for the year.

Q: How much should I pay my work-study student?
A: Work-study students typically earn an hourly wage of $9-$11 per hour with the minimum being minimum wage and the suggested maximum being $15 per hour. They CANNOT be paid as contractors or consultants and must be given a W2 at tax time.

Q: How many hours can a work-study student work each week?
A: 15

Q: Can I hire a graduate student who has a work-study award?
A: Yes, it is the same process as hiring undergraduate students.

Q: How often do I get reimbursed?
A: Once you become an approved partner, monthly.

Q: Why do I have to submit my payroll reimbursement every 2-4 weeks?
A: Reimbursements are taken from your student's Financial Aid account, specifically the Work-Study line. Without timely reimbursement submissions, the amount of work-study funds the student ACTUALLY has left in their account is unknown which can lead to overspending and a false sense that he/she can work many more hours than what is actually possible.

Q: How much is the reimbursement?
A: It is 75% of gross wages paid after FICA

Q: What if I hire a student without work-study funds?
A: The burden of only hiring students with a work-study award falls on the hiring agency. Loyola cannot reimburse an employer who has paid a student who does NOT have a federal work-study award.

Q: What can work-study students do at my organization?
A: Work-Study students can be much like your other part-time staff as they can perform administrative functions, marketing, social media, tutoring, etc. As long as the work-study student doesn't replace a former staff member, as this is against Federal guidelines. However, because they are Federally funded, they cannot maintain dedicated religious worship space or be directly involved with religious services; they cannot work for a partisan political operation, elected official or candidate; cannot fundraise via direct solicitation (donor research, etc. is okay) and generally should not be asked to perform work that other members of the organization would not be asked to do.

Q: Why are only pre-approved organizations allowed to participate in this Loyola program?
A: The Federal Work-Study funds are limited to approved Community Partners. The Center for Experiential Learning takes very seriously the experience that Student Employees have in the off-campus work-study program. Each employer partner undergoes a site visit, position review and annual assessment. Partners that do not meet our expectations, are outside of a reasonable commute, or who offer positions that are incompatible with either Loyola's values or Federal guidelines are not considered appropriate for this program.

Q: Can a work-study be an intern or academic intern?
A: Absolutely! Work-study is a funding source but does not dictate what you call the student or his/her responsibilities!