

Policy Title: Campus Based Programs
Policy Number: FAO.600.11
Policy Owner: VP for Administrative Affairs
Responsible Office: Office of Financial Aid

1. Purpose and Scope

The Campus Based Programs Policy provides guidelines for the Office of Financial Aid to administer the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS) programs, per federal student aid guidelines.

2. Policy

The Office will award FSEOG and FWS funding received each year per federal student aid guidelines. To determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA). The Office must have an official EFC on file before eligibility may be determined for any fund.

3. Procedure

Intuition Match Requirement

Per federal regulations, the federal share of FSEOG and FWS awards made to students may not exceed 75% of the total FSEOG and FWS awards made by the institution. NAU must ensure there is a non-federal match of at least 25% of the total FSEOG and FWS awarded to students. To confirm the annual federal allocation amount, review the Final Funding Worksheets available via the Common Origination and Disbursement (COD) website.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is for undergraduates with exceptional financial need. Funding is limited. Pell Grant recipients with the lowest expected family contributions (EFC) will be considered first for this award. The minimum annual FSEOG award is \$100, and the maximum annual award is \$4,000.

Selection Groups

When selecting students to receive FSEOG funds in a given award year, NAU must first select students with the lowest expected family contribution (EFC) who will also receive Pell Grants in that award year. This group is known as the FSEOG first selection group. If FSEOG funds remain after making awards to all Pell Grant recipients for the award year, NAU must next select students with the lowest EFCs who are not receiving Pell Grants. This group of students is known as the FSEOG second selection group. This group also includes students who are no longer eligible for Pell Grants because they have reached their maximum LEU limit.

Federal Work Study

FWS is a federal financial aid program to provide part-time employment for eligible students. Unlike FSEOG, the FWS program does not require that priority be given to students who have exceptional financial need. NAU must make FWS jobs reasonably available, to the extent of available funds, to all eligible students. Funding is limited and awarded on a first come first served basis.

Community Service Requirement

NAU must use at least 7% of its federal allocation to employ students in community service jobs with at least one FWS student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project. Hours must be tracked on a timecard via ADP Portal.

Community Service Waiver

Until the end of the award year which follows the award year in which the COVID-19 national emergency is declared over, FWS community service expenditure requirements are waived. Currently, the waiver applies to the 2019-2020 through 2022-2023 award years.

Eligibility

To be eligible for FWS employment, a student must:

1. Have a current FAFSA on file with a valid EFC by the priority deadline
2. Indicate interest in federal work study on the FAFSA
3. Demonstrate financial need
4. Maintain at least half-time enrollment (6 credit hours)
5. Meet satisfactory academic progress (SAP) requirements
6. Complete all required financial aid documentation

Awarding

Eligible students will be awarded until funding is exhausted. The FWS award amount depends on available funds and the student's financial need. The FWS award cannot exceed a student's financial need. While the award of work study is an offer of employment, it is not a guarantee of earnings. If a student does not work enough hours, they may not earn the entire amount awarded. Students must accept the FWS award via the [Financial Aid Student Portal](#).

Awarded students must obtain FWS employment within 30 days of the first day of the awarded term. If the student does not secure a position within that time period, the award will be canceled and reallocated to the next eligible student until funding is exhausted.

Job Posting

Available FWS positions are posted on [NAU Student Jobs](#). Students must apply to the hiring office following the procedures posted online. Selection is at the discretion of the hiring office and NAU administration.

Tracking Hours

Students are allowed to work a maximum of 20 hours per week. Students must track hours worked via ADP portal. Department supervisors must approve timecards via ADP portal by the deadline established by HR.

Payment

All FWS students are paid at least the federal minimum wage. Students are issued a paycheck from the University bi-weekly for work hours documented on the student's timecard. Earnings are paid directly to the student and are not deducted from the University invoice or bill.

Student employees may not earn more than the dollar amount of their award. It is the responsibility of the student, supervisor, Financial Aid Office, and HR to monitor FWS earnings to ensure that the employee does not earn more than the awarded amount. Each month, HR will send a report to the Financial Aid Office showing monthly earnings to be recorded in the University system.

4. Who Should Read This Policy

- Students
- Financial Aid Office
- Human Resource Office
- Student Accounts Office

5. Related Documents and References

- [Federal Work Study Program](#)
- [COVID-19 Title IV Flexibilities and Waivers](#)
- [Awarding Campus Based Aid](#)