

## **PRAIRIE VIEW A&M UNIVERSITY STUDENT EMPLOYMENT OFFICE**

### **Additional Information on Federal and Texas College Work Study Programs**

The Office of Financial Aid is responsible for awarding eligible students Federal and Texas Work Study funds. To become eligible for the Federal College Work Study Program, a student must be enrolled at the Prairie View A&M University for at least six (6) credit hours, complete a FAFSA (Free Application for Federal Student Aid), and meet all other requirements and deadlines established by the Office of Financial Aid. For more information on financial aid eligibility requirements please visit <http://www.pvamu.edu/pages/1630.asp>

Student employed under the Federal or Texas College Work Study Programs are paid on a bi-weekly basis. Undergraduate students employed under this program may work a maximum of twenty (20) hours per week. Graduate students employed under this may work a maximum of thirty-five (35) hours per week.

Federal and Texas Work Study students may not exceed their award allocation. All Federal Work Study employees are required to complete a Work Study Balance Sheet every pay period. The Work Study Balance Sheet can be accessed at <http://www.pvamu.edu/pages/1949.asp> and should be submitted to the Student Employment Office every two weeks. Once a student has exhausted all of his/her Federal or Texas Work Study Funds, the students' employment is automatically terminated unless other arrangements have been made through the Student Employment Office.