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# Florida Work Experience Program

[Section 1009.77, Florida Statutes](#)

[State Board of Education Rule 6A-20.038](#)

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## Program Description

The Florida Work Experience Program (FWEP) is a need-based program providing eligible Florida students work experiences to complement and reinforce their educational and career goals. Each eligible and participating college, university, Florida college (public community college), career center operated by a district school board, and educator preparation institute determines application procedures, deadlines, student eligibility and award amount.

## Requirements to Receive Funding

The student will:

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution. Questions regarding such status should be directed to the financial aid office or admissions office of the institution the student plans to attend.
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a baccalaureate degree (unless enrolled in an eligible educator preparation institute).
- Enroll for a minimum of six credit hours per term or 180 clock hours at an eligible college or university currently participating in FWEP in an associate or baccalaureate degree program, or
- Enroll no less than half-time in a career certificate program consisting of no less than 450 clock hours of instruction at an eligible career center, or
- Enroll as no less than a half-time student in good standing at an [eligible educator preparation institute](#).
- Maintain the equivalent of a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.

## Applying for an Award

The student will demonstrate financial need by completing the [Free Application for Federal Student Aid](#) (FAFSA) in time to be processed error-free by the deadline specified by the institution.

## Student Award Renewal

- A renewal applicant must have earned a minimum institutional cumulative GPA of 2.0 on a 4.0 scale and during the academic year earned:
  - 12 credit hours (360 clock hours) per term for full-time enrollment, or
  - 9 credit hours (270 clock hours) for three-quarter-time enrollment, or
  - 6 credit hours (180 clock hours) for half-time enrollment.
- Eligibility for renewal is determined at the end of the second semester or third quarter of each academic year. Credit or clock hours earned during the previous summer can be counted toward the total number of credit hours required for renewal.
- A student must demonstrate financial need by completing an error-free [FAFSA](#) each academic year by the deadline specified by the institution.

## Failure to Meet the Minimum Renewal GPA

- If a student does not meet the minimum GPA, a probationary award may be granted for two semesters or three quarters.
- To be eligible for renewal the following year after probation, the student must have earned the required credit or clock hours and institutional cumulative GPA of 2.0 on a 4.0 scale.

## Failure to Meet the Minimum Renewal Credit/Clock Hours

- A student who does not meet the minimum number of credit or clock hours required for renewal may not receive funding the following academic year.
- To be eligible for funding in a subsequent year, the student must apply for restoration and meet the general eligibility requirements for restoration and have earned an institutional cumulative GPA of 2.0 on a 4.0 scale.

## Student Award Restoration

A student who has earned an institutional cumulative GPA of 2.0 on a 4.0 scale at the end of the second semester or third quarter of the academic year for which the student was ineligible may apply for restoration with the postsecondary institution.

## Student Award Reinstatement

A student who met the requirements for a renewal award, but did not receive an award during a full year of eligibility and wishes to reestablish use of the grant, may apply for reinstatement with the postsecondary institution in a subsequent year provided the student has earned an institutional cumulative GPA of 2.0 on a 4.0 scale as of the end of the second semester or third quarter of the academic year preceding the year the award is sought.

## Award Procedures

The postsecondary institution will determine applicant eligibility, number of hours to be worked per week, and the award amount.

## Award Disbursement

Funding is based on the number of hours a student worked. Students receive the award funding directly from the employer.

## Terms of Eligibility

- A student is eligible to participate in the program for 110 percent of the number of semester, quarter or clock hours required to complete the program of study in which enrolled, or until the receipt of a first baccalaureate degree, whichever comes first.
- Undergraduate students participating in college-preparatory instruction, students requiring additional time to complete the college-level communication and computation skills testing programs (CLAST), or students enrolled in a 5-year undergraduate program are funded through the 110 percent of the number of credits required to complete the program of study.
- Unused hours may not be used for further course funding after a student earns a baccalaureate degree (except at an [eligible educator preparation institute](#)).

## Institutional Appeal Process

An applicant who believes financial aid has been wrongly denied has certain rights to appeal. If aid is denied for failure to meet satisfactory academic progress requirements, an applicant may appeal the denial to the institution by providing proof of illness or other emergency beyond the applicant's control. An institutional academic progress appeal is to be filed in writing within 30 days of the denial letter or by the date established by the institution's financial aid office, whichever is later.

## Updating Information

A recipient must notify OSFA of any change in name, address or institution attended.

A student may update information by contacting Customer Service at 888-827-2004 or logging into his or her online OSFA account:

<https://www.FloridaStudentFinancialAidsg.org/SAPHome/SAPHome>

Transferring from one institution to another could affect an applicant's award.

## Use of an Applicant's Social Security Number/Non-discrimination Statement

The Privacy Act of 1974 requires state agencies to inform applicants of the reasons for requesting their Social Security Numbers (SSN). The FDOE requests an SSN on all applications for student financial assistance in order to correctly identify applicants, match each applicant's financial aid record with the student record at the postsecondary institution the applicant attends, and help coordinate state student aid programs with federal student aid programs.

An applicant will not be denied financial assistance for failure to disclose the SSN. Without an SSN, correct identification of an applicant's record cannot be assured and may result in an error in the award amount or a delay in the award disbursement.

Pursuant to section 1000.05, Florida Statutes, state student financial assistance is provided to eligible applicants without discriminating on the basis of race, ethnicity, national origin, gender, disability or marital status. Minority status will be considered when required by law as a condition of eligibility or selection.

## Contact Information

For further information, contact the financial aid office at eligible participating postsecondary institutions or the Florida Department of Education at:

**Address:**

Florida Department of Education  
Office of Student Financial Assistance  
State Scholarship and Grant Programs  
Suite 1314  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

**Phone:**

888-827-2004

**Email:**

[OSFA@fldoe.org](mailto:OSFA@fldoe.org)