



FEDERAL WORK STUDY INFORMATION

What is Federal Work Study?

Federal Work-Study (FWS) is a need-based, federal financial aid program. Under this program, funds are allocated to participating colleges and universities to administer in accordance with the regulations and guidelines found in the Department of Education's Federal Student Aid Handbook. FWS provides part-time employment opportunities for students.

How Do I Apply For Work Study?

The first step is to apply for financial aid through the standard **FAFSA** form. The next step is to make sure to respond promptly to any request for information from the Financial Aid office.

Be sure to make your request for work study known by the Financial Aid office as funds are limited.

Who Gets Priority for Work Study Funds?

Priority is given to students eligible for federal financial aid, who apply by the May 1 priority deadline, who are enrolled at least half-time, who are offered jobs relating to their major course of study, and/or high skill level jobs, and to those who request funds before they run out for the year. Once the awards are gone for the year, you cannot receive an award even if you are eligible unless we receive additional funding mid-year. After funds have been exhausted, you may be added to a FWS waiting list.

How Much Work Study Can I Get?

Work Study awards are tailored to the student's job. The amount of award will depend on how many hours you will work, your hourly wage, and your eligibility for Work Study. Work Study awards typically range from \$1,000 - \$5,000 for an academic year, depending on your hourly wage and the number of hours per week you intend to work. WC limits the hours, so even if you only have a small amount of financial need and want to work only a few hours per week, you may still be awarded.

How Am I Paid?

Work study student's rate per hour is set, prior to beginning work, by your supervisor. You are paid once a month, which may be a pay check, or an electronic funds transfer payment into your checking account, or you may sign an **authorization form** to have your pay credit your Business Office student account.

What are my FWS Rights?

1. Information regarding your award amount, rate of pay, average number of hours per week, and general FWS policies.
2. A specific job description including supervisor's expectations and standards.
3. A clearly defined work schedule which accommodates your course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from staff.
7. Instructions for recording hours worked as well as information regarding the College's payroll procedures and payroll calendar.
8. Instructions regarding procedures to be followed if you cannot report for a scheduled work period.

What are my FWS Responsibilities?

1. Become familiar with information provided regarding the terms of the FWS award and FWS program policies and procedures.
2. Understand the specific job responsibilities, including the supervisor's expectations and standards.
3. Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes.
4. Adhere to procedures and inform the supervisor and/or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
5. Record hours worked and receive payment.
6. Perform assigned tasks in an efficient and timely manner.
7. Adhere to the College's confidentiality agreement.