

CCC Student Employment Office

Federal College Work- Study Program

FAQ's

What is Federal Work Study?

- The Federal College Work-Study Program is a Title IV Program, that stresses self help and enables students to work while attending school.
- Federal Work-Study is available for students who qualify, to assist with paying their educational expenses.

Who is Eligible for the Work-Study Program?

- Eligibility for federal work-study is determined by your financial need which is based on information you provided on your financial aid application. Financial need is defined as the difference between the total cost of your education and the amount of money you and your family can contribute toward those cost.

How do I Apply for Federal Work Study?

- You must first complete a Coahoma Community College application for
 1. Financial Aid (from Financial Aid office)
 2. FAFSA (Free Application for Student Aid) (from Financial Aid office)
 3. Employment Application (can be obtained from area in which you wish to work.)

How Much Work-Study May I Be Awarded?

- Your other financial aid awards determine the amount of your work-study award. Most awards are for the full academic year. Your work-study award is not like other grants or scholarships, because you receive no funds at the beginning of the term. Rather, the award represents the amount you may earn from work-study during the academic year.

How Do I Get a Work-Study Job?

Once you have received your award letter, you will need to fill out an application with the Student Employment Office. The Coordinator of Student Employment will then complete a FWS Contract and assign you a position. You will be assigned to jobs based on your application, major and class schedule

How Many Hours Can A Student Work?

The total hours that a student is allowed to work will be stated on the FWS contract.

Students are allowed to work 20 hours per week.

What is The Rate of Pay?

the rate of pay will be at least \$5.85 per hour.

Off-Campus employment will be no less than \$6.00 per hour

All time must be rounded to nearest 15 minute increments.

[00, 15, 30, 45] Ex. (1:07 = 1:15 or 1:03 = 1:00)

Incorrect timesheets shall be returned and students cannot be paid until they have been corrected.

When will students receive payment?

A time card, signed by student and supervisor, is submitted to the Student Employment Office according to pay schedule.

Checks will be issued according to pay schedule...

Payroll checks are issued in Student Accounts at the J.W. Addison Administration Building. (Business Office)

Students are only paid for hours worked.

There are no benefits.

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What Documents are Needed Before a FWS Contract is Issued?

- I-9 Documents:
 - a) Valid State issued Drivers License or State I.D. card with photograph
 - b) Signed copy of your Social Security Card
- See I-9 Form for details

When Will FWS Contracts be Issued?

- Federal Work-Study Contracts will be available in the office of student employment, 1st floor, Dickerson-Johnson Library.
- Late FWS contracts will be available on the days and time listed in the Financial Aid Office, 1st floor, Dickerson-Johnson Library.
- FWS Contracts issued after September will have their Work-Study adjusted for the year. Example: A student scheduled to earn \$1,000.00 for the fall semester and is late picking up the contract will have the award reduced for the fall semester. (ex. \$900)**

What If FWS Contract is not picked up?

- Student and parent will be responsible for that portion of the bill that would have been covered by the Federal Work-Study Program.
- Contracts must be picked up by **October**.

What If I Do Not Start Work immediately in the Fall?

- Some students choose to start work later in the school year. We will make every effort to place you whenever you want to work. However, be aware that if you start later you may not be able to earn your full FWS award. Also, because funds are limited, you risk losing your FWS award if you do not report to the Student Employment Office in a timely manner *after* receiving your award letter.

When Do Students Report To Work?

- Students will start working in **September**.

Can a Student Cancel His/Her Work-Study Award?

- Yes.
- This will make both you and your parents responsible for that portion of your bill that would have been covered by the Work-Study Program.

Are There Any FWS Jobs Off Campus?

- Yes. We place students with several nonprofit federal and state agencies as well as community service programs. Contact the Student Employment Office for more information.

Important:

- Students must have an approved Federal Work-Study Contract issued by the Financial Aid Office.
- Students working without an approved Federal Work-Study

Contract will not be paid.