
Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: Vice President for Student Affairs

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PURPOSE

To establish a work-learning program that provides an opportunity for a student to financially contribute to his or her education and to the welfare of the community as a whole.

POLICY

- I. The Federal Work-Study (FWS) Program encourages the part-time employment of undergraduate and graduate students who need financial educational assistance. Eligible students are placed in positions either on campus or related community service activities.
- II. Although the College itself employs many FWS students, the College is required by federal regulations to use a certain percentage of its FWS funds to compensate eligible students in community service positions.
- III. To continue participating in the program, federal work-study and institutional work students must meet the current satisfactory progress standards and maintain satisfactory job performance. Students whose job performance is not satisfactory may be reassigned or dropped from the program.
- IV. Academic Service Scholarships are awarded on a semester basis. Recipients must maintain a minimum 2.5 GPA and satisfactory job performance to retain their scholarships each semester.

PROCEDURES

- I. Students or prospective students applying for Federal Work-Study (FWS) assistance will submit a FAFSA (Free Application for Federal Student Aid). An application for College employment is then submitted by the student.
- II. Students or prospective students who have a minimum high school GPA of 2.9 and an enhanced ACT composite score of 19 may apply for an Academic Service Scholarship. Those awarded scholarships will be assigned workstations and hours in accordance with TBR policy. Awards to any high school equivalency students shall be based upon evidence of comparable scholastic ability. Institutions may make exception to the requirements of this paragraph when admitting freshmen who have not attended high school or another postsecondary institution for at least four years.
- III. Institutional work assignments are used only when an area of expertise is needed for the benefit of the College (i.e., assisting students with a documented disability) and is

unavailable from registered federal work-study students. Students are assigned without regard to financial need or previous applications.

- IV. Supervisors and faculty members will request assignment of student workers by submitting a Student Employee Request Form showing justification of assistance requested and the number of hours required. Upon approval by the budget manager, the form is submitted to the Financial Aid office.
- V. The Financial Aid office or designated office makes assignments based on the number of positions requested, the need for such workers, the number of qualified applicants and their abilities to perform required tasks, and the availability of funds. Where possible, students are assigned jobs related to their skills, interests, or career goals.
- VI. After the assignments have been made, the Financial Aid office or designated office sends a Student Employment Assignment to the student. The student signs the letter indicating he or she accepts the assignment and returns the form to the Financial Aid office.
- VII. Students on federal work-study or institutional work assignments sign a Student Employment Assignment Letter. Academic Service Scholarship recipients sign an Academic Service Work Assignment Letter. The supervisor must also sign these contracts.
- VIII. Supervisors of federal work-study or institutional work students will submit time sheets on a monthly basis. Students are paid on the last working day of the following month at College established levels.
- IX. Supervisors of Academic Service Scholarship recipients submit time sheets to the Financial Aid office on a monthly basis to verify the student has worked the required number of hours in fulfillment of his or her scholarship.
- X. Supervisors of student workers should avoid assigning to student workers projects or tasks involving test materials or sensitive personnel records of faculty, staff or students.
- XI. Supervisors of student workers must have the student worker(s) sign the Confidentiality Requirement statement.
- XII. Supervisors of student workers whose assignment provides opportunity for contact of student information must assure that the student worker has completed FERPA training.