

# Federal Work-Study Policy

## Federal Work-Study

The FWS Program provides funds that are earned through part-time employment to assist students in financing the costs of their educational expenses.

**Although a FWS award will appear on your award letter, funds must be earned. Funds earned are paid directly to you, monthly, and are not credited to your student account.**

## Award Amount

The amount of your Federal Work-Study award will be determined by your financial need (must have a minimum of \$500 unmet need), based on your financial aid budget and Free Application for Federal Student Aid (FAFSA) information. Financial need is defined as the difference between the total cost of attendance and the expected family contribution (EFC), determined by the FAFSA, and other current financial aid awards.

## Employment Opportunities

Federal Work-Study jobs may be on or off campus. Most FWS jobs offered by the colleges of DCCCD are housed on campus at the seven main campus locations or our community campuses.

Off-campus FWS jobs with federal, state or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. Your college might have agreements with private, for-profit employers for Federal Work-Study jobs. This type of job must be relevant to your course of study (to the maximum extent possible).

## Timesheets

Blank timesheets or electronic timesheets are available from the Human Resources Office. After one or two pay periods, you will be assigned a permanent timesheet. You must fill out your timesheet completely, sign it and have your supervisor sign it before it can be processed.

Timesheets are then to be submitted to the Financial Aid Office the Friday preceding the deadline for Human Resources. Unsigned timesheets will be rejected and returned to you, resulting in a delay in payment.

Falsification of timesheets will result in immediate student termination without grounds for appeal.

## **Pay Rate / Hours**

For the 2015-2016 school year, the Federal Work-Study pay rate is \$10.25 per hour, and students may not work more than 19.5 hours per week.

Students may earn up to their awarded amount. Since total earnings are based on a schoolwide federal allocation, please be aware *the amount you earn could be less than the amount awarded to you.*

## **Termination**

If you voluntarily decide to withdraw from the program, you must complete a termination form (located in the Financial Aid Office).

If you do not perform your duties satisfactorily and are terminated, supervisors are required to notify the Financial Aid Office in writing and complete the Termination of FWS Employment form.

If you are terminated from your position, you must write a FWS appeal letter to the Financial Aid Office before applying for any other position in the same semester. The director of financial aid will evaluate the FWS appeal and contact you in writing regarding any additional work-study position.

## **Breaks and Holidays**

You may work during semester breaks with approval from your supervisor if funding eligibility is available. You may not work on holidays that are observed by the colleges of DCCCD.

## **Rehire Procedures**

You must notify the Financial Aid Office and your supervisor if you are interested in returning to a previous position. The supervisor will need to complete a rehire form for you and return it to the Financial Aid Office for approval. You may not continue working unless you have been authorized.

## **Criminal Background Check**

You must successfully pass a criminal background check before you can be hired for a work-study position.

If you are selected for a position, you will complete the criminal background check (CBC) in person at the college Human Resources Office.

See [www.dcccd.edu/bgcheck](http://www.dcccd.edu/bgcheck) for more information about criminal background checks.

## **Continuation of Employment**

Due to the limited availability of funding and Satisfactory Academic Progress requirements, work-study employment is only approved for **one** semester/payment period. At the end of each semester/payment period, the college Financial Aid Office will evaluate your status to make sure funding is available. At the same time, you must also meet the Satisfactory Academic Progress standards at the end of each semester to continue in the program. If you work past your allotted budget and/or fail to meet the SAP requirements, your work-study award will automatically be cancelled, and you will be terminated from the program.

## **Eligibility Requirements**

To be eligible for a Federal Work-Study job:

- You must have a completed Financial Aid file.
- You must meet the Satisfactory Academic Progress standards set by the colleges of DCCCD.
- You must be enrolled and certified in at least six hours (half time) for Fall and Spring. If attending Summer semesters, you must be enrolled in at least one hour.
- You must be a U.S. citizen or eligible noncitizen.
- You must not have any prior institutional balance or blocks.

# How to Apply for Federal Work-Study 2015-2016 Academic School Year

1. **Complete the [2015-2016 Free Application for Federal Student Aid \(FAFSA\)](#)** online and make sure you meet all the requirements.
2. **Log in to [eConnect](#)** and under the Financial Aid section:
  - o Check FA Missing Information Letter to make sure you have no outstanding information/documentation to submit to the Financial Aid Office.
  - o Check My Financial Aid Status to see if you meet the Satisfactory Academic Progress (SAP) standards.
  - o Check My Program of Study to make sure you have a primary program of study.
  - o If you do not have a DCCCD Money Card, then go to DCCCD Money Card Address Verification under the Payments & Disbursements section to verify your address, and a DCCCD Money card will be sent to you. You will need to use this card to choose one of three refund options for any money you may be owed.
3. **Register** for at least six hours (Fall/Spring) or one hour (Summer) and pay the tuition if you don't have any other financial aid. You can set up a [payment plan](#) online through eConnect or in person at the Business/Cashier Office.
4. **Review the job postings.** You may apply at the college where you will be taking most of your classes.
  - [Brookhaven College](#)
  - [Cedar Valley College](#)
  - [Eastfield College](#)
  - [El Centro College](#)
  - [Mountain View College](#)
  - [North Lake College](#)
  - [Richland College](#)
5. **Complete and submit the Work-Study Information Processing Form** in person, by mail or by fax.

## **What's Next**

1. Your college Financial Aid Office will forward the approved applications to the hiring division/department for review.
2. The hiring division/department will contact you to schedule an interview and will notify the college Financial Aid Office once they have selected a work-study employee.
3. If you are selected for a position, you will complete a criminal background check (CBC) form in person at the college Human Resources Office.
4. If your CBC is clear, your college Human Resources Office will notify you and schedule a meeting. If your CBC is not clear, District Human Resources will notify you via certified mail.
5. The college Financial Aid Office and/or hiring department will set up orientation with you and let you and your supervisor know what your official start date will be.



# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2015-2016 WORK-STUDY INFORMATION PROCESSING FORM

Scanning  
Doc Category: CWS  
Doc Type: Application  
Award Year: 2015

Return, mail or fax this completed form and required attachments to the Financial Aid Office.

**FAX NUMBERS:**

Brookhaven 972-860-4375    Cedar Valley 972-860-5230    Eastfield 972-698-3094  
El Centro 214-860-2637    Mountain View 972-682-7038    North Lake 972-273-3240    Richland 972-238-3761

_____ Last Name	_____ First Name	_____ M.I.	_____ Student ID #
_____ Address			_____ Email
_____ City	_____ State	_____ ZIP Code	_____ Primary Contact #

**College:** Indicate where you will take most of your classes for the 2015- 2016 academic year (check only one):

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Brookhaven College | <input type="checkbox"/> Cedar Valley College  | <input type="checkbox"/> Eastfield College  | <input type="checkbox"/> Dallas Colleges Online |
| <input type="checkbox"/> El Centro College  | <input type="checkbox"/> Mountain View College | <input type="checkbox"/> North Lake College | <input type="checkbox"/> Richland College       |

**Positions:** Indicate the top three positions you are applying for:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Available to work** (check and provide hours):

- |   |   |
|---|---|
| <input type="checkbox"/> Monday / Hours: _____  | <input type="checkbox"/> Wednesday / Hours: _____ |
| <input type="checkbox"/> Tuesday / Hours: _____ | <input type="checkbox"/> Thursday / Hours: _____  |
|   | <input type="checkbox"/> Friday / Hours: _____    |

**Skills:** Describe special skills you possess: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Experience:** Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*For additional experience, please attach a separate sheet of paper, or you can attach a copy of your resume.*

**Terms and Conditions:**

- I have read, understand and accept the Federal Work-Study policy.
- I understand that I must enroll in at least 6 credit hours (half time) within the colleges of DCCCD to be eligible for a Federal Work-Study position (Summer semester, one credit hour).
- I understand that my Work-Study award will not pay for my tuition and books. If I have no other financial aid, I am required to pay for my classes up front, out of pocket, or contact the Cashier's Office regarding a payment plan.
- I understand that my Work-Study employment is only approved for ONE semester. I must meet Satisfactory Academic Progress standards at the end of each semester to continue in the program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**