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.

Award Amount

The amount of your Federal Work-Study award will be determined by your financial need (must have a minimum of $2,000 unmet need), based on your financial aid budget and FAFSA information. Financial need is defined as the difference between the total cost of education and the amount of money you and your family can contribute toward these costs, known as the expected family contribution (EFC), 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 are available in 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 2012-2013 school year, the Federal Work-Study pay rate is $7.70 per hour, and students may not work more than 19 hours per week.

Students may earn up to their awarded amount or up to the departmental allocated amount. Since total earnings are based on a schoolwide federal allocation, please be aware the amount you are allowed to earn could be less than the amount awarded to you. You will need to work with your employing department to determine the maximum amount you will be able to earn for the award year.
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 an 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 appeal and contact you in writing regarding probation or suspension of any future Federal Work-Study awards. This process must be completed before moving into any new position.

Breaks and Holidays

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

Rehire Procedures

If you are eligible for rehire, you must notify the Financial Aid Office and your supervisor of your interest in returning to the program. 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 a new, approved form has 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.

Under the authority of the Texas Education Code and the Fair Credit Reporting Act, the colleges of DCCCD require a criminal history check of their employees, applicants for employment, authorized volunteers and employees of independent contractors that do business with the colleges if the employment or relationship will require the individual to be classified as having regular contact with minor children, handling currency or having access to debit/credit card information, or if the employee’s position has access to security sensitive information.

The colleges will not employ a person or contract with an independent contractor who has been convicted of any felony or misdemeanor involving any type of sexual offense of a minor or theft, burglary or robbery as defined in the Texas Penal Code, as amended, unless the misdemeanor is minor in nature and the individual has a background that is otherwise clear of criminal convictions. A conviction includes deferred adjudication.
Employment Term

Due to the limited availability of funding and Satisfactory Academic Progress requirements, work-study employment is only approved for one semester. At the end of each semester, 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 three hours (quarter time).
- You must be a U.S. citizen or eligible noncitizen.
- You must not have any prior institutional balance or blocks.
1. **Complete the** [2012-2013 Free Application for Federal Student Aid (FAFSA)](https://www.fafsa.gov) **online and make sure you meet all the requirements.**

2. **Log in to** eConnect:
   - Make sure you do not have any outstanding missing information/documentation you need to submit to the [Financial Aid Office](https://www.tcccd.edu/financial-aid).
   - Make sure you meet the [Satisfactory Academic Progress](https://www.tcccd.edu/financial-aid) standards.
   - Apply for the DCCCD Money Card.
   - Make sure you have selected a primary [program of study](https://www.tcccd.edu/financial-aid).

3. **Register** for at least six hours (Fall/Spring) or three hours (Summer) and pay the tuition if you don’t have any other financial aid. You can set up a [payment plan](https://www.tcccd.edu/financial-aid) 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](https://www.brookhaven.edu)
   - [Cedar Valley College](https://www.cedarvalley.edu)
   - [Eastfield College](https://www.eastfield.edu)
   - [El Centro College](https://www.elcentro.edu)
   - [Mountain View College](https://www.mountainviewcollege.edu)
   - [North Lake College](https://www.northlakecollege.edu)
   - [Richland College](https://www.richland.edu)

5. **Complete and submit the Work-Study Information Processing Form** in person, by mail or by fax.
What’s Next

1. The Financial Aid Office will determine whether you are eligible for a work-study position.

2. Your college Financial Aid Office will forward approved applications to the hiring division/department for review.

3. 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.

4. If you are selected for a position, you will complete a criminal background check (CBC) in person at the college Human Resources Office and a Human Resources employment application. (Financial Aid will send you the employment application link via email.)

5. 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.

6. 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.

7. The Financial Aid Office will email you to confirm your work-study award and the maximum amount you may earn during the school year.

8. At the end of each semester, your Satisfactory Academic Progress will be measured. If you meet the minimum standards, you will continue to be employed as a student assistant the following semester.
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 2012-2013 Academic Year (check only one):

☐ Brookhaven College  ☐ Cedar Valley College  ☐ Eastfield College  ☐ Dallas Colleges Online
☐ El Centro College  ☐ Mountain View College  ☐ North Lake College  ☐ Richland College

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

1._______________________   2.__________________________   3.____________________________

Available to work (check and provide hours):

☐ Monday / Hours: ________________________   ☐ Wednesday / Hours: ________________________
☐ Tuesday / Hours: ________________________   ☐ Thursday / Hours: ________________________
☐ Wednesday / Hours: ________________________   ☐ 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 certified credit hours (half time) within the colleges of DCCCD to be eligible for a Federal Work-Study position.
☑ 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

The seven independently accredited colleges of the Dallas County Community College District are part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression.

[Scan]

Doc Category: CWS
Doc Type: Application
Award Year: 2012