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 $1,000 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

Timesheets will be completed online. You must fill out your timesheet completely and have your supervisor sign it before it can be processed online. Timesheets must be submitted by the deadline to avoid a delay in payment. Meet with your coordinator or supervisor for assistance.

Falsification of timesheets will result in immediate student termination without grounds for appeal.
**Pay Rate / Hours**

For the 2017-2018 school year, the Federal Work-Study pay rate is $11.54 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 school wide 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. You will be contacted by the hiring HR office to complete this step.
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
2017-2018 Academic School Year

1. **Complete the** [2017-2018 Free Application for Federal Student Aid (FAFSA)](online) **online.**

2. **Log in to** [eConnect](https://www.econnect.org) **and under the Financial Aid section:**
   - Check FA Missing Information Letter to make sure you have no outstanding information/documentation to submit to the Financial Aid Office.
   - Check My Financial Aid Status to see if you meet the Satisfactory Academic Progress (SAP) standards.
   - Check My Program of Study to make sure you have a primary program of study.
   - Click on the eRefunds link to sign up for direct deposit of any refunds or disbursements you may be owed or to confirm that you would like to receive paper checks. See [dccd.edu/eRefunds](https://dccd.edu/eRefunds) for more information.

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](https://econnect.org) 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.cc.tx.us)
   - [Cedar Valley College](https://www.cedarvalleycc.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](https://www.dcccd.edu) **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. (See above for more details.)

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 (Talent Central) 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.
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 2017-2018 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):
☐ Wednesday / Hours: ____________________________
☐ Monday / Hours: ______________________________
☐ Thursday / Hours: ____________________________
☐ Tuesday / 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 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