

Federal Work Study (FWS)

The Federal Work-Study Program — studentaid.gov - is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students must be enrolled in a Title IV eligible program to be eligible.

1. Once registered for class(es), interested students should come by the Financial Aid Office to complete an application and notify Financial Aid they are interested in Work-Study.
2. The Financial Aid Office calculates the student applicant's need according to the Federal regulations to determine eligibility for Federal Work-Study and forwards eligibility to Career Services.
3. The Career Services Office instructs eligible students to apply on the College's website and forwards eligible student's applications to hiring department.
4. Work-Study candidates will be contacted for an interview by the department hiring.
5. Departments will select those to be employed and notify the Career Services Office.
6. The Career Services Office will submit a completed background check form to Human Resources for processing. Work Study contract information will be submitted to the departmental payroll person upon clearance and approval of the background check.
7. The newly hired student will complete all required payroll paperwork and return it to the departmental payroll person.
8. Student employees will be assigned an employee ID number to clock in and out on either a biometric clock or Coastal Pines Technical College's web-based time card system. At the end of each work-week, student employees will need to verify their time on the web-based time card system. Their weekly time will then be verified by their direct supervisor and the director of the assigned department.
9. The Career Services Office receives hours worked and salary information on student employees on a monthly basis.