

3.3.3 Federal Work-Study

The Federal Work-Study (FWS) Program is a campus-based program and is administered directly by the Financial Aid Office.

The FWS Program is an employment opportunity from which the student may gain valuable and/or satisfying work experience. FWS provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work, considers students' skills, and interests, and makes student academic success a priority.

Funding: CCCC receives a certain amount of FWS funds each year from the Department of Education. Once the full amount of FWS funds have been awarded to students, no more FWS awards can be made for the award year.

FWS awards may increase based on the funding received from the U.S. Department of Education.

Unspent Federal Work-Study funds may be awarded as FSEOG funds and students will be awarded based the FSEOG criteria in Section 3.3.2.

Federal Matching and Allocation: Unless CCCC has applied for and received a waiver from the Department of Ed, CCCC must match 25% of the funds used for FWS wages.

At least seven (7) percent of the FWS federal allocation for an award year must be used for community service jobs unless a waiver has been granted by the Department of Ed. Community Service jobs are determined by Department of Ed regulations. Of these placements, at least one (1) position must be in a tutoring environment for children or families. Examples of community service positions are The Children's Center and The Orphan Train Museum. Examples of the literacy position is the After School Program with USD #333 or The Children's Center.

Nondiscrimination Policy: Cloud County Community College does not discriminate in admission or access to, or treatment in employment in its services programs or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status.

Eligibility: To be considered for FWS positions the student must meet the following requirements:

- Have a completed FAFSA on file for the appropriate award year
- Be admitted to CCCC and be a degree-seeking student
- Qualify according to demonstrated need
- Have a complete FWS application on file
- Be enrolled in a minimum of six (6) credit hours for the Fall and/or Spring semester
- Be enrolled in a minimum of three (3) credit hours Summer semester

- Not be in an over-award or default status at any institution for any federal aid
- Maintain Satisfactory Academic Progress (SAP)

FWS cannot be awarded to students who do not file a FAFSA or who do not demonstrate financial need.

Application Process: FWS Applications are available in the Financial Aid Office on the Concordia Campus and at Student Services on the Geary County Campus.

Students interested in FWS are encouraged to apply in a timely manner as these funds are limited. FWS positions are not automatic from one academic year to the next. Students must complete a new application for each award year.

Concordia Campus Students: Complete the Concordia Campus FWS Application and return to the Financial Aid Office on the Concordia Campus. The applications will be reviewed by the FWS Contact and students placed accordingly.

Geary County Campus Students: Complete the Geary County FWS Application and Job Listing and return to Student Services on the Geary County Campus. The applications are reviewed and there will be an interview process for job placement.

Once the application is received by the Financial Aid Office, the student's eligibility will be determined. If the student meets FWS eligibility requirements, based on the student's unmet financial need they are awarded and packaged accordingly.

Determining Financial Need: Financial need is defined by the federal government as the difference between the cost of attending a postsecondary institution and the resources available to the student to meet such costs.

The FAFSA is a summary of each student's personal and family financial situation. An analysis of the family's financial situation according to a standardized methodology devised by the U.S. Congress produces a dollar amount which the family is expected to be able to contribute toward the student's educational and education-related expenses.

Cost of Attendance (COA) minus Student Aid Index (SAI) minus Other Financial Aid (OFA) = Remaining Need.

Awarding: The maximum award will be evaluated each academic year as well as the pay rate. This will take into consideration the previous success of the program, feedback from supervisors and students and total federal funds available. The total weeks in the academic year will be counted, number of estimated positions that will be needed, and the following calculations will be completed to determine maximum award for the year and the maximum hours per week available for the student to work.

Total Dollars / Estimated Positions to Fill = Maximum Award for Year

Maximum Award per Year / Weeks Available / Rate per Hour = Maximum Hours per Week

If a student applies after October 1st, the award will be pro-rated based on the number of weeks left to work.

Awards are based on need and the funds available for the academic year

The final award a student receives will directly reflect the hours the student worked. If the student does not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year.

Placement Process: Applications are reviewed by the FWS Contact. Placement is determined based on the order applications are received, information provided on the application, eligibility, and availability of FWS positions.

Every effort is made to place a student in a position for which they are best qualified. If a student is requested by a particular department, a reasonable effort will be made to place them with that department. The final decision regarding job assignments rests with the Financial Aid Office.

Once a student has been placed, the student will receive an offer letter regarding their FWS position placement. This letter informs the student about the position, supervisor, rate of pay, maximum hours per week to work, mandatory training, and the documents that must be brought to the mandatory FWS training session.

If there are more applicants than positions, the remaining applications (and any applications received after the initial placement) will be kept on file for consideration for future job openings during the current academic year.

Student Orientation: All FWS students must complete mandatory orientation prior to working. Orientation will include a review of the FWS Handbook and completion / submission of all required employment documentation.

FWS Guidelines for General Employment: Eligible workdays begin with the first day of class each semester and go to the last day of the semester. Work hours may be available during periods of attendance and the college is open.

Students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience.

Any such exemptions must be documented with the FWS Contact in the Financial Aid Office prior to working. This should be an exception and not a regular occurrence.

Based on the student's printed class schedule, supervisors are to ensure that no student works during their scheduled class time. If this occurs, the supervisor will be contacted to address the issue. Failure to abide by these rules may result in a department or supervisor without the assistance of a work-study student going forward. If the student's class schedule changes, it is the responsibility of the student and supervisor to inform the FWS Contact in the Financial Aid Office of the changes. Random monthly time audits will take place to ensure compliance.

If the printed class schedule does not accurately reflect the class timeframe for the student, the discrepancy must be addressed **BEFORE** the student works during the otherwise prohibited time. Proper documentation must be done for the file to address any such discrepancy.

It is the responsibility of the student worker and the supervisor to track all hours worked during the academic year.

A student may not earn more than their total FWS scheduled award amount. Once a student reaches their award limit, they must stop working.

FWS Guidelines for Summer Employment: There may be the possibility that CCCC has opportunities for students to participate in the FWS Program during the summer semester.

FWS for the month of June

- Students must be enrolled in at least 3 credit hours for the summer session.
- Hours worked in the month of June will be paid before the end of the fiscal year (June 30th).

FWS for the month of July

- Students must be enrolled in at least 3 credit hours for the summer session.
- Must be enrolled in the subsequent Fall semester.
- Hours worked in the month of July will be paid in August.

Students may not exceed 25 hours work per week for the month of June and/or July.

The last day to work will be the last day of the summer session(s).

FWS Guidelines for Special Situations: There may be special situations where the student is able to work during periods of non-attendance or if further work is requested by the supervisor.

Working during Period(s) of Non-Attendance: If a supervisor and student worker agree to work during a time when class is not in session (Winter Break) documentation needs to be done **BEFORE** the student is allowed to work. The student will need to contact the FWS contact as the student/supervisor will need to complete the Work During a Period of Non-Attendance Request prior to the student working.

Additional Award Request: If the supervisor has a need for further work and the student has a need for further award, they may contact the FWS Contact in the Financial Aid Office to complete the Additional Award Request. The FWS Contact will review the request to determine if the student has further eligibility. Based on remaining FWS funds, the FWS Contact will determine if it is possible to make any subsequent award. Both the supervisor and the student will be notified of the decision.

On a case-by-case basis, if FWS funds are available, the supervisor has additional duties and the student worker has time and need, a student may work additional hours not to exceed 20 hours per week. Students scheduled award may be increased if additional hours are worked. Any request for additional hours must be approved by the Financial Aid Office before work takes place.

Employers / Supervisors: Eligible employers or supervisors for participation in the FWS Program are all departments and divisions of the college, both academic and administrative.

Students employed under the FWS Program may work in positions classified as community service and including tutoring, educational and recreational activities, literacy training and community improvement.

A complete list of all FWS positions, job descriptions and off-campus contracts are available in the Financial Aid Office and will be maintained by the FWS Contact.

Some positions may require extended hours. Supervisors are to discuss required hours with the student.

Human Resources: Students will need two (2) unexpired forms of identification to complete the necessary employment forms to participate in the FWS program as they are considered an employee of CCCC. Students may check with the Human Resource Assistant for a complete list of acceptable documents.

Students will also be required to complete the following:

- W-4
- KW-4
- I-9
- Commitment to Confidentiality
- Work-Study Contract
- Oath or Affirmation of Officer or Employee.

Documents: Any documents pertaining to Human Resources will be maintained by the Human Resource Assistant. Documents pertaining to the FWS program will be maintained by the FWS Contact in the student's FWS current award year file.

Paychecks: Paychecks are typically issued monthly on the 5th day of each month if the student worker has no taxes taken out of their check. If the 5th falls on a Saturday, payment will be on the previous Friday, if on a Sunday, the following Monday.

If the student has taxes withheld, the student will be paid on the 15th of the month. If the 15th falls on a Saturday, pay will take place on Friday, if it falls on Sunday, pay will take place on Monday.

Students may receive paychecks by Direct Deposit or by paper checks.

Paystubs may be viewed on the student's iCloud account.

Federal Work-Study Audits: To maintain compliance with federal regulations governing FWS, the Financial Aid Office and the Human Resources Payroll Office will conduct audits of payroll procedures and FWS job duties at the department level. These audits will be unannounced or at short notice and will include an examination of time sheets and timekeeping procedures to ensure that students are not working during scheduled class hours and that time sheets are properly filled out and approved. The Financial Aid Office monitors monthly earnings periodically and will audit student hours.

Supervisors will be contacted if issues are identified during these audits.

Changes in Federal Work-Study Eligibility and Types of Termination: Changes in a student's aid eligibility may require that the student be terminated from the FWS Program. Possible circumstances include but are not limited to:

The student has received an additional financial aid award which meets their financial need.

The student's budget has decreased, resulting in decreased financial need which has been met or exceeded by other awards and Federal Work-Study earnings to date.

The student's Expected Family Contribution has increased, resulting in decreased financial need which is met or exceeded by other awards and Federal Work-Study earnings to date.

The student has earned the entire awarded amount for Federal Work-Study.

Student Initiated Termination: The work-study student may voluntarily terminate from participation in the Federal Work-Study Program. Contact with the Financial Aid Office must be made for direction.

Supervisor Initiated Termination: The work-study student may be terminated from the assigned position when the student does not perform job duties in a satisfactory manner such as failure to show up, poor behavior or sub-standard work. The Termination Form will need to be completed and submitted to the Financial Aid Office. The student may appeal

to the FWS contact for a different assignment. This will be handled on a case-by-case basis.

Conduct Termination: A work-study student may be terminated without written warning if the student has committed a major offense such as theft, gross misconduct, or gross insubordination while a student at CCCC even if these offenses take place outside of the work-study environment.

Financial Aid Office Termination: The work-study student will be terminated by the Financial Aid Office if the student becomes ineligible for Federal Financial Aid due to changes in FWS Eligibility or the student has earned the entire awarded amount.

Reporting to COD: Beginning with the 23-24 award year, CCCC will report individual FWS earnings to the Common Origination and Disbursement (COD) system.