



The Federal Work Study Program

FAQ'S

What is the Federal Work Study Program?

The Federal Work Study (FWS) Program is a federal program which provides funds that are earned through part-time employment to assist students in financing the costs of postsecondary education. These are funds that are given to the participating schools specifically for employment of eligible students.

How does a student apply for Federal Work Study?

A student must fill out a Free Application for Financial Aid (FAFSA). The completed application is then sent by the Department of Education to DCCC. The student fills out an FWS application for employment. Once the application for employment is received and the completed FAFSA received the two are matched up and if the student has remaining need in his/her budget after any financial aid awards then the student is eligible for FWS. An application for employment from a student does not guarantee a position.

How would I hire a student?

You would first submit a job description and request through the Financial Aid Office.

- If you have a particular student you would like to hire then it would be determined if the student has completed the process to be hired 1) FAFSA, 2) application and 3) eligibility. If the student is hired then information is sent to the department for the supervisor and student to complete. The student will also complete new hire information through the Human Resources Office.
- If you do not have a student you would like to hire then a copy of all student applications will be sent to the requesting department and it is then up to the department to conduct interviews to hire a student. Once a student is chosen the department will then notify the Financial Aid Office.

Hourly Wage

Hourly wages must not be less than the federal minimum wage as mandated by the Department of Education. DCCC currently has their student employees at \$8 per hour.

Minor notes of Information

Students may not work more than 20 hours per week while classes are in session.

Students are paid in the form of a paycheck which is given to the student directly at the end of each month. It is not posted to their Student Account.

All forms for FWS are available in the Financial Aid Office.

If you have any questions about the FWS feel free to contact me, Crystal Carmichael, at ext. 6277.