

Student: Work Study Guide

Navarro College
Financial Aid Office

What is Work Study?

Federal Work Study (FWS) is a federal, financial aid work program that provides students the opportunity to work part-time jobs on and off campus. It is a federally subsidized, hourly-wage job program.

Work study positions have many benefits:

- Provides job opportunities for students in need of financial assistance to meet college costs
- Provides opportunities to gain skills that will enhance future educational and career goals
- Provides beneficial resume building experience and training and can lead to career opportunities while still in school
- Earnings are not considered when calculating financial need for future financial aid
- Work schedule can be arranged around student class schedule
- Improved grades and time management: Studies have consistently shown that students who work no more than 20 hours per week have better grades than students who do not work. Additional time demands appear to encourage students to manage their time more efficiently, thus creating a higher commitment to study time by the student.

Who is eligible for a Work Study job?

Students who are eligible for Work Study will have a financial need of about \$3,500 or greater. The Financial Aid Office can help you determine if you are an eligible student. There are several requirements a student must meet in order to qualify for a work study award. All awarding is dependent on funding availability from the Navarro College Financial Aid Office.

- Must submit a FAFSA
- Have unmet financial need
- Must be enrolled at least half time (6 semester credit hours)
- Maintain financial aid Satisfactory Academic Progress Standards

Where can I find Work Study jobs?

Many offices on-campus hire students through the work study program. The Financial Aid Office has a listing of open positions at all times. Most positions are filled within the first few weeks of each semester, so it is important to inquire for jobs early. Students can go directly to on-campus departments and ask if there are any available work study jobs or check for available positions through the Financial Aid Office.

How does a student become officially employed by the Work Study program?

Once a student has accepted a position, they must have their contract and other forms submitted to the Financial Aid office before they begin working. The contract process is required before the student may begin to work **each** semester.

The following documents should be submitted:

- Copy of your class schedule
- Your Social Security Card
- Picture ID, Driver's License, etc.
- Contract signed by the student and the supervisor

How much money can I make/how many hours can I work?

The total salary for the semester will be the product of an individual's compensation rate, weekly hours, and the number of weeks remaining in the semester.

Ex: \$7.25 compensation rate * 18 hours per week * 16 weeks = \$2,088.00 maximum award amount for semester

Regardless of your hourly wage, you cannot earn more than your semester's Work Study award. Please note that Work Study students are not eligible for paid vacation, sick leave, holidays, or insurance through their Work Study job.

How do I get paid?

All students are paid monthly based on the dates specified for each pay period. Time records must be submitted on time to the Financial Aid Office in Corsicana. Due dates will be provided to the student when they sign the contract. All students are ineligible to receive their pay via Direct Deposit. Paychecks are disbursed on the last working day of each month at the Switchboard located in the Albritton Administration Building on the Corsicana campus. Checks for Ellis County students can be picked up at the Business Office of the appropriate campus.

Rights and Responsibilities

When you accept a Work Study position, you become a member of a department or agency that depends on you. It is important for you to report to work on time, notify your supervisor when you will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview). When asking for time off, you should consider the employer's needs as well as your own. In addition, some Work Study positions may require access to confidential information - abuse or misuse of such authorization is grounds for dismissal!

You must submit your Work Study Timesheet once a month. Failure to do so is grounds for dismissal. You **cannot earn more** than the Work Study award reflected on your Work Study contract. It is your responsibility to monitor your earnings and make sure they do not exceed your Work Study award.

If a problem develops on the job, you should first discuss the issue with your supervisor. If the problem cannot be resolved, you should contact the Financial Aid Office. Quitting a Work Study job should be a decision of last resort. There is no guarantee that you can secure another Work

Study position. Accepting a Work Study position implies a commitment to the employer for at least one semester.

Requirements to Participate in the Work Study Program

- Maximum of 18 hours per week or hours published on the contract
- Students can only be in one work study job at a time
- Work Study students must be paid at least minimum wage. Wage must be within reason to the position and other employees in a similar position
- Time records must be submitted on their due date
- Students can work no more than 8 hours per day
- Breaks and lunches will be scheduled with your supervisor
- Students may **NOT** work when the college is closed (i.e., holidays) or when the student is scheduled to be in class (even if the student is released from class early).
- Students must be enrolled in at least 6 credit hours.

Questions

If you have questions, please contact the Financial Aid Office at 903.875.7363 or financial.aid@navarrocollege.edu.