

Work-Study:

Federal Work Study

The student employment program was established through the federal work study program to extend part-time employment opportunities to students who are in need of such earnings to meet college expenses.

The Financial Aid Office is responsible for awarding work study to students in their financial aid award. Student eligibility is determined during the packaging process using the FAFSA results each year. Generally, students are awarded, initially, up to \$1,000, if there is remaining financial need after all aid has been determined and packaged.

Once a student has been hired and has started working, the monies earned are paid directly to the student under normal payroll processes. Students can elect to have the funds paid directly to their student accounts to help reduce any account balances. A written authorization must be completed by the student in the Student Accounts Office.

All work-study positions are listed under the NACElink area of Career Services website. Career Services can assist in the job search using this system. This office will issue IDs and passwords to be able to use this system.

To get started, do the paperwork:

These forms are available in the Payroll Department in the Business Office.

- a work study application
- federal and state withholding tax forms
- employment eligibility verification form from the Department of Homeland Security or I-9.