



FEDERAL WORK-STUDY 2009-2010 AWARDING POLICY

The purpose of the Federal Work-Study Program (FWS) is to provide part-time employment to eligible undergraduate and graduate students. All such students are eligible to apply for the grant, regardless of enrollment status or dependency status. Positions may be available both on and off-campus.

The institution ensures that FWS funds are reasonably available to all eligible students (to the extent of available funds) who demonstrate financial need. Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year as opposed to those enrolling later in the award year.

Application Procedure:

Students make application by submitting 2009-10 FAFSA data and the FWS Application to the Financial Planning Office at their campus.

Selection Procedure:

As FWS positions become available, the campus will consider FWS applicants for employment, keeping in mind that students should be approved for positions that complement and reinforce their educational programs or career goals. The campus will provide a copy of students' FWS applications (listing experience and skills), award amount and length to potential employers, since these items speak to students' fitness for particular positions. The employer will determine which students would best fulfill the job requirements and offers of employment will be made accordingly.

Timing of Disbursements:

Payment is made on a two-week payment period schedule, through the College payroll system.

Award amounts:

The campus will consider the number of hours students can work, periods of enrollment, wage rates, the amount of other financial assistance available, and students' unmet need when determining award amounts.

Award Notification Method:

Students are notified as to their award amounts via the Financial Plan Form.