Ashland Community & Technical College
HIGHER EDUCATION BEGINS HERE

Federal Work Study (FWS) Student Checklist

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. CFR 34 § 675.1

ELIGIBILITY REQUIREMENTS

- Complete the FAFSA (Free Application for Federal Student Aid) even if you may not be eligible for federal aid.
- Complete your financial aid file in the Office of Financial Aid.
- Have remaining unmet financial need, based on your ACTC Cost of Attendance for the Academic Year.
- Maintain Satisfactory Academic Progress (SAP) as defined by KCTCS.
- Complete and submit a KCTCS Application for Temporary or Student Employment ONLINE. Even if you have been a FWS before, you must submit a new application each year.
    - Go to http://ashland.kctcs.edu/
    - Click on "Job Seekers"
    - Choose "Employment Opportunities at ACTC" under "Current Job Openings"
    - Choose "Federal Work Study Program"
    - Click "Apply for this Position"
    - If you have not applied online for a job at ACTC previously, you will need to set up an account.
    - Complete the application and submit.
- ACTC Office of Financial Aid does not place you with a supervisor. You are responsible for finding a Supervisor that is willing to hire you as their FWS employee. Just because you have found a place to work **does not guarantee** you will be awarded a FWS position. FWS funds are limited.
- Successfully pass a Federal background check.

WHAT HAPPENS NEXT?

- Your application will be reviewed by potential supervisors. If a supervisor is interested in speaking with you, they will contact you directly to set up an interview.
- If a supervisor has already expressed interest in hiring you as a FWS employee and does not wish to conduct an interview, or if after an interview they would like to hire you, the Supervisor will need to submit a *Request for Federal Work Study Form* to the Office of Financial Aid.

IF AWARDED A FEDERAL WORK STUDY (FWS) POSITION

- Once the Office of Financial Aid has received your background check clearance, you and your supervisor will be contacted by the Office of Financial Aid to confirm FWS placement via KCTCS email.
- Once you receive the email regarding placement, FWS employees will be asked to schedule an appointment with the Office of Financial Aid to complete final paperwork.
- You will need to bring the following items to the appointment: Driver's License, original Social Security Card (copies will not be accepted) and a voided check (or other official document bearing your bank account number and bank routing number). **Please note: You CANNOT begin work until ALL paperwork has been completed.**
- Employment begins no earlier than the first day of the term and ends no later than the last day of the term.

EARNINGS AND PAYMENTS

- Your total FWS award depends on the level of need based on your Cost of Attendance, the FWS funding for the current year, and how many hours per week you are requested to work by your supervisor.
- Earnings cannot exceed the total FWS award calculated and packaged for the year. The total award will be provided to you on the Financial Aid Award Notification at your final appointment. You may also view your Financial Aid Award Notification on your Student Self-Service account.
- FWS employees may not work more than twenty (20) hours per week at a rate of $7.25 per hour.
- Timesheet must be submitted to Financial Aid Office by set Payroll deadlines.
- Payday is on the 15th and 30th of each month unless dates fall on weekend. Then, payday is the Friday prior to the 15th or 30th.

TERMINATION OF FEDERAL WORK STUDY (FWS)

- Although a FWS position has been awarded, these positions and the FWS funds can be terminated at any time. Examples include: late timesheets, numerous absences, timesheet falsification, or failure or inability to perform the task required.
- Students also have the right to dismiss themselves from a FWS position. If you wish to stop working under the FWS program, please let your Supervisor and the Office of Financial Aid immediately.