College Work-Study Program

Frequently Asked Questions

What is College Work Study?
College Work Study (CWS) is a federally funded program that allows students to work and earn money, while they are enrolled at the College. Students must complete the FAFSA application to be considered for work-study funds. The work-study program allows students to earn money through working part-time at either the college or an approved off-site non-profit organization.

Who is eligible for CWS?
Work-study funds are awarded to students based on financial need and early submission of the FAFSA application. Work-study awards range from $1,500 - $7,500 per academic year. Students who are not awarded work-study funds during the initial awarding process, may check with the Student Financial Aid & Scholarships Office to determine if funding is available. Students must be registered for at least 6 credits per semester to work and maintain Satisfactory Academic Progress toward the completion of their degree or program.

What is the application process for a position?
All work-study positions are posted on Tri-C’s Employment site. You can go to https://careers.tri-c.edu/, and click on Student Work Study Positions. Students may apply for work-study position based on their interest. Students will be contacted by the hiring department for an interview and next steps.

What are the steps to begin working as a work-study student?
- Upon being selected for hire by the hiring manager, students will complete an Employment Packet with the prospective supervisor before being referred to the Student Financial Aid & Scholarships Office to meet with their CWS Advisor.
- Students must make an appointment with their CWS Advisor at their campus of employment to discuss the requirements of the CWS program and determine specific eligibility, for example – total hours available to work and rate of pay by position.
- After the CWS Advisor submits all required documents to Human Resources, students will be contacted by Human Resources to schedule the background and drug screening. It is important to check email messages and respond promptly to complete the hiring process.
- Human Resources will contact students with the results of the background and drug screening to determine hiring status. Students who have passed the background and drug screening are notified of the date of the New Student Employee Orientation.

What is the pay compensation for work-study positions?
Pay ranges vary based on the type of position. CWS positions start at an hourly wage of $8.10-9.50 per hour. Students may work up to 20 hours per week throughout the academic year. Students are paid every two weeks, based on hours worked and submitted on an electronic timesheet.

Student Financial Aid & Scholarships Office
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