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 in college. We have positions available on campus and at approved off-site organizations. Students must complete the FAFSA application to be considered for work-study funds.

Who is eligible for work-study?
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 are required to re-apply for work-study each year as eligibility criteria, funding availability, and applicant requirements may change. 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 and must maintain Satisfactory Academic Progress toward the completion of their degree or program.

What is the application process for a work-study 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 Employment. Students may apply for work-study positions 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 a Student Financial Aid Advisor.
• Students will make an appointment with the Work-Study Advisor (in Student Financial Aid & Scholarships Office) at the campus of employment to discuss the requirements of the work-study program and determine specific eligibility, for example – total hours available to work and rate of pay by position.
• After the Work-Study Coordinator 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 Work-Study Student Orientation.

What is the pay compensation for work-study positions?
Pay ranges vary based on the type of position. Work-study positions start at an hourly wage of $8.15-10.00 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
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