

# Federal Work-Study Program

at Cuyahoga Community College (Tri-C®)

## FREQUENTLY ASKED QUESTIONS

### What is Federal Work-Study?

The Federal Work-Study (FWS) program allows students to work and earn money while enrolled in college. Positions are available on campus and at approved off-site organizations. Students must complete the FAFSA 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. Work-study awards range from \$1,500 – \$7,500 per academic year. Students are required to reapply 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 and Scholarships Office to determine if funding is available. Students must be registered for at least six 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 website, <https://careers.tri-c.edu/>, under 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 their prospective supervisor before meeting with a student financial aid advisor.
- Students must make an appointment with the work-study advisor (in Student Financial Aid and Scholarships Office) at the campus of employment to discuss the work-study requirements and determine specific eligibility (e.g., total hours available to work, rate of pay by position).
- After the work-study coordinator submits all required documents to Human Resources, students will be contacted to schedule their background check and drug screening. It is important to check email messages and respond promptly to complete the hiring process.
- Human Resources will contact students with background check and drug screening results to determine hiring status. Students who have passed the background check and drug screening will be notified of the date of the New Work-Study Student Orientation.

### What is the compensation for work-study positions?

Pay ranges vary based on the type of position. Work-study positions start at an hourly wage of \$8.30 per hour. Students may work up to 20 hours per week throughout the academic year. Hours are submitted via electronic timesheet, and students are paid every two weeks.