

Revision Responsibility: Associate Vice President for Student Services
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 3:04:01:00](#)

PURPOSE

To establish a work-learning program that provides an opportunity for a student to financially contribute to his or her education and to the welfare of the community as a whole.

POLICY

- I. The Federal Work-Study (FWS) Program encourages the part-time employment of undergraduate and graduate students who need financial educational assistance. Eligible students are placed in positions either on campus or related community service activities.
- II. Although the College itself employs many FWS students, the College is required by federal regulations to use a certain percentage of its FWS funds to compensate eligible students in community service positions.
- III. To continue participating in the program, federal work-study and institutional work students must meet the current satisfactory progress standards and maintain satisfactory job performance. Students whose job performance is not satisfactory may be reassigned or dropped from the program.
- IV. Academic service scholarships are awarded on a semester basis. Recipients must maintain a minimum 3.0 GPA and satisfactory job performance to retain their scholarships each semester.

PROCEDURES

- I. Students or prospective students applying for Federal Work-Study (FWS) assistance will submit a financial statement to an approved analysis service requesting that results be sent to Columbia State Community College.
- II. Students or prospective students who have a minimum high school GPA of 2.9 and an enhanced ACT composite score of 19 may apply for an Academic Service Scholarship. Those awarded scholarships will be assigned workstations and hours in accordance with TBR policy.
- III. Institutional work assignments are used only when an area of expertise is needed for the benefit of the College (i.e., assisting the disabled) and is unavailable from registered federal work-study students. Students are assigned without regard to financial need or previous applications.

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- IV. Supervisors and faculty members will request assignment of student workers by submitting to the budget manager of their respective area a Student Employee Request Form (Appendix A) showing justification of assistance requested and the number of hours required. Upon approval by the budget manager, the form is submitted to the financial aid office.
 - V. The financial aid office makes assignments based on the number of positions requested, the need for such workers, the number of qualified applicants and their abilities to perform required tasks, and the availability of funds. Where possible, students are assigned jobs related to their skills, interests, or career goals.
 - VI. After the assignments have been made, the financial aid office sends an award letter (Appendix B) to the student. The student signs the form letter indicating he or she accepts the assignment and returns the form to the financial aid office.
 - VII. Students on federal work-study or institutional work assignments sign a Work Assignment Contract (Appendix C). Academic service scholarship recipients sign an Academic Service Work Assignment Contract (Appendix D). The supervisor must also sign these contracts.
 - VIII. Supervisors of federal work-study or institutional work students will submit time sheets to the financial aid office on a monthly basis. Students are paid on the last working day of the following month at Federal minimum wage levels.
 - IX. Supervisors of academic service scholarship recipients submit time sheets to the financial aid office on a monthly basis to verify the student has worked the required number of hours in fulfillment of his or her scholarship.
 - X. Supervisors of student workers should avoid assigning to student workers projects or tasks involving test materials or sensitive personnel records of faculty, staff or students.
 - XI. Supervisors of student workers must have the student worker(s) sign the Confidentiality Requirement statement (Appendix E).
 - XII. Supervisor of student workers who's assignment provides opportunity for contact of student information must assure that the student worker has completed FERPA training.