PURPOSE

The Federal Work-Study (FWS) Program at the Technical College of the Lowcountry provides part-time jobs for TCL students. Jobs may be on or off-campus. The purpose of this procedure is to outline the process for administering the College Work-Study Program.

PROCEDURE

1. Eligibility
   a. Eligibility for the Federal Work-Study Program (FWS) is determined by the information provided on the Free Application for Federal Student Aid (FAFSA) form.
   
   b. Less than full-time students are entitled to receive FWS funding.

2. Wage Determination
   
   Students must be paid at least the current federal minimum wage rate.
3. Application Process
   a. Application forms for the Federal Work-Study Program are available in the College’s Career Services Office and on the TCL web site. www.tcl.edu/financialaid/forms
   
   b. Eligible students complete the application and submit it to the Financial Aid Office.
   
   c. The Financial Aid Office enters award information and total hours allocated for the work per week on the application.
   
   d. The completed application is then forwarded to the Career Services office for job referrals and placement.

4. Payment Process
   a. Students will complete a daily timesheet for hours worked. Supervisors sign the time sheets daily for the purpose of reporting accurate hours worked.
   
   b. The student submits the timesheet to the Financial Aid department.
   
   c. The Financial Aid Office verifies the time sheet for accuracy and submits it to the Personnel Office for payment.

5. Disbursement Process
   
   The Federal Work-Study payroll is processed through the College’s payroll process and disbursed by check or direct deposit.