

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

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**PROCEDURE TITLE:** FEDERAL WORK-STUDY PROGRAM

**BASED ON POLICY:**

**REVISION NUMBER:** 4

**OFFICE OF RESPONSIBILITY:** FINANCIAL AID

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**PRESIDENT**

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SEPTEMBER 28, 2012

**DATE**

### 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.

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### 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](http://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.