

**WHAT IF I CAN'T MAKE IT TO WORK BECAUSE I NEED TO STUDY FOR A TEST?**

...You can work out schedule changes with your supervisor in advance of your need to take off work. This is part of the "flexible" hours benefit you might not have at a private part-time job.

...Remember to be sure you keep your supervisor aware of any schedule changes or personal need changes that will affect your work schedule. Your supervisor depends on you to be there as scheduled and will have to make other arrangements to get the work done if you are not there.

**I'VE NEVER WORKED BEFORE. I HAVE FEW SKILLS. ARE THERE ANY JOBS FOR SOMEONE LIKE ME?**

...There are all kinds of jobs available for FWS students from the Maintenance Department to the Business Office. We need people who can file, sort papers, answer the phones, etc. Most of the work is in the area of support for the CCCC professionals who work here.

...We will try to find a job for you that is in line with your curriculum major.

**HOW LONG WILL MY APPLICATION BE KEPT ON FILE FOR CONSIDERATION?**

...Applications are reviewed each semester to check enrollment. Each semester a contact form is sent out to each student who has an application on file. If you are not enrolled or do not return this from to the FWS Coordinator by the specified date, your application is discarded.

### **MORE QUESTIONS?**

Contact FWS Coordinator,  
Amanda Buchanan at 910-938-6863



## **FEDERAL WORK-STUDY PROGRAM**

Thank you for your application to participate in this program.

The Federal Work-Study Program (FWS) is part of the Title IV Federal Grant program for students in need of financial aid. You must submit a FAFSA to be eligible. If you do not qualify for a Pell Grant, you may still be eligible for the work-study program. If you are not eligible for a Pell Grant, you still must provide all documents required, i.e., transcripts, placement tests or other verification documents requested by the government.

Job descriptions for each FWS position are available in the FWS Coordinator's office. These job descriptions outline the job's duties and responsibilities. A work-study job assignment should be treated like any other part-time job you may apply for. Supervisors look for work-study students who are dependable and responsible.



## WHAT HAPPENS TO MY APPLICATION NOW?

...Your application will be reviewed for eligibility. To be eligible you **must** submit a FAFSA. If your EFC number is over **4617** and you are not eligible to receive the Pell Award Grant, you are still eligible to be a work-study student to the extent of your financial need based on the Cost of Attendance.

## HOW SOON WILL I GET A JOB?

...If there are no current job openings, your application will be held in reserve and reviewed as openings occur. Supervisors with FWS openings will review and select applications which fit their needs. The Supervisor will call prospective applicants for an interview. If, after the interview process, they decide they want you to work with them, they will contact you with a job offer.

...Be sure the phone contact number on your application is kept up-to-date. If there is a change, contact your FWS Coordinator to update your application.

## HOW DO I GET PAID?

If you accept a FWS job offer, you will need to see the FWS Coordinator to complete the payroll paperwork. This is the same paperwork you complete for a regular job with most employers. The FWS student usually works about 15 to 20 hours per week although longer hours are possible.

...Current FWS hourly pay here at Coastal Carolina Community College is \$7.25 per hour. You have regular Federal and State taxes taken out but you do not contribute to FICA (Social Security).

## HOW OFTEN WILL I BE PAID?

...FWS students get paid monthly, on the last day of the month. Direct Deposit is available or your check will be mailed to you at the address on file. Your work-month will run from the 16th of the month thru the 15th of the next month. A timesheet must be turned in monthly to get paid. Your "need" level is recorded when you begin your assignment. Your earnings cannot exceed this "need" level.



## WHAT WILL MY HOURS BE?

...When you are interviewed for a FWS position, you will review your class schedule with the Supervisor who is conducting the interview to determine your availability. If you add or drop classes, you will need to update your availability schedule.

...It helps if you provide the hours you are available each semester to the FWS Coordinator to list on your application. This will save the Supervisor time when making his/her review and decisions.

## WHAT ARE THE BENEFITS OF BEING A FWS STUDENT?

...You don't have to leave campus to earn money at a part-time job. In most FWS positions, you will have flexible hours which will work around your academic responsibilities. The experience will contribute to your employment value after graduation. You must make the same commitment to a FWS job that you would to a "private" part-time job. You will learn valuable work-habit and time management lessons you can apply elsewhere. This experience will enhance your overall learning experience at CCCC.