

## Chattahoochee Technical College Federal Work Study Policy

### Eligibility

The Financial Aid Office awards eligible students with Federal Work-Study (FWS) funds, establishes allowable rates of pay, and conducts job placement.

- Students must be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
- Students must have completed the financial aid application process, including completing an approved Free Application for Federal Student Aid (FAFSA).
- Students program of study must eligible for Title IV funding by meeting general eligibility requirements.
- Students must demonstrate financial need. (Financial need is established by a uniform need analysis evaluation performed by Chatt Tech according to federal guidelines.)
- Semester Federal Work Study earnings cannot exceed semester remaining need ( $COA - SAI - EFA = \text{remaining need}$ ).
- Students must be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines. See Satisfactory Academic Progress Status for more information.
- Students must pass a mandatory background check.
- A student can work up to 19 hours per week. The current pay rate is \$12.00 an hour, with \$0.25 increments per semester per supervisor request. The maximum pay is \$13.00 per hour.
- A student must work at least 50% of the Fall/Spring semester to be eligible for the pay increase at the end of the given semester. A student must be hired prior to and work 100% of the Summer semester to be eligible for the pay increase at the end of the given semester.
- Students may be paid only for the hours they work. They cannot be paid for sick days or holidays. Total hours for the day must not include any break, lunch, or dinner periods. If a student works more than 6 consecutive hours, then they must be allowed a 30-minute break.
- Federal Work-Study students may not telework. All hours worked/paid must be on-campus, at off-campus hiring location if position is off campus, or at a Chatt Tech related college event.
- Students may not work during scheduled class times. Any student who submits time during a regularly scheduled class is sent an email to adjust their time. A continued pattern by the student may result in termination.
- Students may work over a period of nonattendance, such as the summer term, as long as registration has been completed for the next period of enrollment.

- Student work-study positions can never include: Facility Maintenance, Cleaning, Purchasing, and Public Relations. Student work-study positions may include: Financial Aid, Library, Peer Guidance Counseling, Job Placement, Admissions, Teaching Assistant, Security, Social and Health Services, and Tutoring.

## Loss of Eligibility

Eligibility may be adjusted or removed for a variety of reasons.

- The student failed to meet the requirements of the position and supervisor requests termination.
- The student received additional financial aid and no longer has sufficient unmet remaining need.
- The student is no longer enrolled in the college.
- The student's SAI changed making the student ineligible for FWS.
- The student is no longer meeting Financial Aid Satisfactory Academic Progress.
- The student changes program of study to one that is not eligible for Title IV funding.

## Satisfactory Academic Progress Status

- Students currently on Financial Aid Satisfactory Academic Progress standing of Suspension and/or Maximum Timeframe Suspension may not be hired for a FWS position.
- Students on Financial Aid Satisfactory Academic Progress standing of Warning may be hired for a FWS position, provided that supervisor and student understand that SAP Suspension status at the end of the semester could result in loss of employment.
- Students on Financial Aid Satisfactory Academic Progress status of Academic Plan may be hired for a FWS position and can continue to work under the Academic Plan status.
- Current employed FWS students whose Financial Aid Satisfactory Academic Progress status at the end of a semester is Suspension or Maximum Timeframe Suspension must submit a SAP appeal if the student intends to continue working. The student may not continue to work while the appeal is being reviewed. If the students' SAP appeal is approved, they are placed on an Academic Plan and can resume working at that time. If the SAP appeal is not approved, then the student will be immediately terminated.

***\*Effective January 2025 (2024-2025 AY) and supersedes any previous FWS policy in place at Chattahoochee Technical College.***