

What is Federal Work-Study?

- The federal work-study program is a need-based program that offers you a chance to work at a part-time job allowing you to earn money to help pay educational or personal expenses.
- Federal work-study program funds pay 100% of your wages.
- Funds for federal work-study are limited, and not all students who are eligible can be placed in the program.
- You will be paid at least the current minimum wage, biweekly.
- Students should begin their job search and arrange interviews as early as possible during the first week of the semester.

Federal Work-Study Qualifying Guidelines

- Your eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). You are awarded an allotment which may be earned through part-time employment in work-study approved positions on campus.
- You must be enrolled at least half-time (6 credit hours per semester) to be eligible for this program.

Checklist in Applying for a Federal Work-Study Position and Student Responsibilities

- Complete a FAFSA financial aid form at <https://studentaid.gov/>.
- After reading the work-study qualifying guidelines, if students are interested in a work-study position, go to the IVCCD website and search work-study job openings for each campus at <https://www.iavalley.edu/join-our-team/>. The work-study openings will be listed at towards the bottom of the page, under Work-Study Student Employment, there is a different section for ECC and MCC students.
- Work-Study applications will be processed through the District's Human Resources Office. Each campus supervisor will have access to the applications through a secure link on our payroll system.
- It is each campus supervisor's responsibility to review the applications, determine a suitable candidate, and to inform the campus Human Resources representative of their intent to hire.
- All selected work-study students will receive an email from the IVCCD Human Resources Office to complete a background check. Once the background check has come back complete and clear, the supervisor and the student will be notified and the student will receive another email to complete the onboarding process. (W-4 forms, I-9 form, state reporting form, and payment authorization forms) Student will need to have original I-9 documents with them to show to Human Resources
- Students cannot begin work until the student receives an invitation to register for the full Paycor account, which will enable students to punch in and punch out for hours worked outside of their scheduled class time.
- Students yearly allocation for work-study funds are divided between fall and spring semesters. Summer work-study requests are completed separately.
- Work-study is a form of financial aid.
 - After the initial timecard has been approved by the supervisor, students will be paid bi-weekly via direct deposit to the bank account setup during the Human Resources onboarding process.
 - If the student plans to use work-study to help cover educational costs, it is the students responsibility to make a payment towards their student account once a direct deposit is issued.

- Students can become ineligible for work-study immediately if any of the following occur:
 - Failure to show up to work during your scheduled hours and/or not completing the work requirements.
 - Student drops below half-time status (6 credits) and/or completely withdrawals from classes
 - Student is on Financial Aid Termination
 - Student has a change in need-based eligibility or has utilized the full amount of work-study awarded.