

Federal Work Study (FWS)

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The Federal Work- Study (FWS) Program is a federally funded, need based program that provides students, with financial need, an opportunity to help pay education expenses through part-time employment. The FWS program provides colleges with vital student support while providing students with invaluable employment opportunities and experience. At NCK Tech many students participate in the FWS program each year. These students have a wide range of career goals and areas of study. Students are able to gain real world work experience while working around their class schedules.

Student Eligibility:

A student may be eligible for employment under the Federal Work- Study (FWS) Program if he/she meets all the following requirements:

- 1.) Be eligible to receive financial aid.
- 2.) Be an NCK Tech Student, enrolled at least ½ time (6 hours)
- 3.) Demonstrate financial need as determined by an evaluation of the student's Free Application for Federal Student Aid (FAFSA). A student may then be eligible for Federal Work- Study and/or other financial assistance depending upon the amount of need established.
- 4.) Be making satisfactory academic progress (SAP) while employed. This includes maintaining a 2.0 accumulative GPA and a 67% completion rate of all credits attempted. **At the end of each semester, SAP will be monitored, if at that time a student is failing to make satisfactory academic progress they will not be eligible for continued work study employment until SAP standards are once again met.** See NCK Tech's *Financial Aid Satisfactory Academic Progress Policy* for more detail.

Federal Work Study Application Process:

1. Student fills out an application for Federal Work Study and submits to it the Financial Aid office.
2. Financial Aid Director determines if the student is eligible for Federal Work Study.
3. If student is eligible and a position is available, student will be assigned to a job. The list of Federal Work Study jobs can be found in the Financial Aid Office.
4. Before a student receives their first paycheck, they are required to fill out a W-4 form and an I-9 form available from the Accounts Payable office.

Student Work Hours:

The NCK Tech Financial Aid Office recommends a limit of an average of **no more than twenty hours per week** for hourly student employees during periods of enrollment, but there is no mandatory limit on number of hours per week, except for those International Students whose visas prohibit them from working more than twenty hours per week.

The FWS award amount is the **maximum** total earnings a student can earn from part time work. When a student reaches his/her FWS award maximum, the FWS subsidy ends. For this reason, it is important that the student and the employer calculate the total number of hours that can be worked at the hourly wage rate so the student will not exceed the FWS award maximum. To ensure that NCK Tech is in compliance with federal

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regulations regarding FWS awards, the Payroll Department also monitors the FWS earnings for each student and compares them to their FWS awarded amount.

Students are NOT permitted to work during scheduled class times. A student's work study supervisor will be required to get their official class schedule PRIOR to working in order to ensure that no students work during scheduled class times. If a work study student's class is cancelled or is let out early, the student must present to their work study supervisor a signed note from that instructor indicating the reason for cancellation or when the class ended. This note must be submitted with the corresponding time card. **If this is not included in the submission of the time card, students will not be paid for those hours.**

Time cards are assigned to each Work Study person. The supervisor of the job area will verify the hours worked, sign time cards and turn the time card into the accounts payable office at end of each pay period. *Hours may vary dependent on work load, a student's class schedule, job position and other factors.*

1. Students will be paid at the end of every month.
2. Students will be paid an hourly rate of the current minimum wage.
3. Students must complete a new application each award year. *Positions are not automatically renewed from one year to the next.*

North Central Kansas Technical College is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status or veteran status. Our full policy can be found in the NCK Tech Board Policy.

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