

Midlands Technical College
Student Financial Services
FEDERAL WORK-STUDY PROGRAM

MOST FREQUENTLY ASKED QUESTIONS

What are the eligibility requirements?

To receive a Federal Work-Study award, you must meet the eligibility requirements for federal student aid. This includes completing the FAFSA, meet satisfactory academic performance and be enrolled in at least six credit hours. *Summer awarding criteria subject to change.*

How do I apply for this award?

The College receives a fixed amount each year to make Federal Work-Study awards, therefore, students are encouraged to submit their FAFSA early because awards are made based on the file completion date and verified program eligibility. When you receive your award letter from the College, it will indicate if you have been awarded Federal Work-Study. You may also check your account on-line at www.midlandstech.edu/mtonline.

How are job assignments made?

Where you work depends on the amount of your award, class schedule and job skills. To the maximum extent possible, students are placed in jobs that complement or reinforce their educational or career goals. You could be assigned to work on-campus in one of the College departments, off campus at one of the contracted non-profit agencies or as a tutor under the guidelines of the *America Reads Program*.

Is there a required dress code?

College policy states “appropriate attire is left to the discretion of the individual. In the interest of health and safety, however, shoes that cover the length of the foot and shirts that cover the chest are required of all students. All students are required to dress in a manner that supports the college on

campus environment. Some academic programs require specific dress or uniforms, consistent with employment practices in the field of study. This information will be included in academic program guides or on class syllabi.

What is the length of a work-study contract?

Work-study contracts are known as “Referrals”. The referral start date may vary but the end date of all referrals is the last day of class for the current semester. Any work done beyond that date will not be approved for payment.

Can I earn as much money as I want?

No, your FWS award represents the maximum amount you may earn for the academic year. How much of the total award you actually receive depends upon your rate of pay, the total number of hours you work each week and the number of weeks you work in the year. Once you have earned your maximum FWS award, you will have to stop working.

Am I paid an hourly wage or a salary?

You are paid by the hour, your rate of pay being determined by the job assignment and the nature of the work involved. **The work study award can be reduced or cancelled if you receive additional financial assistance (grants, scholarship or loans) during the academic year.** A student can never be awarded more than the cost of attendance. You are encouraged to view the status of your award online at www.midlandstech.edu/mtconline.

Will work-study earnings affect my eligibility for financial aid?

No, they are not included in the calculation of your eligibility for financial aid. However, both federal and state governments consider FWS earnings taxable income.

How will I be paid?

Students are paid on the 15th of each month by direct deposit or U. S. Mail, depending on the option selected. *If no selection is made, your check will be mailed to you. All students must ensure their correct mailing address is on file in the Records Office.*

Why is the I-9 Form required?

This form actually documents your eligibility to work in the U. S. Per federal law, the identity and work eligibility of any employee must be verified before beginning an assignment. You must complete the I-9 form and present required documents to the FWS Coordinator. If you cannot supply these documents, your FWS award will be cancelled.

If I did not earn my entire award during the semester, can I work extra hours to earn this money?

No, you cannot work extra hours to earn funds not used during the semester. You cannot work during a scheduled class time. Before committing to a work schedule, be sure your supervisor has access to your current semester class schedule. **If your class is cancelled, dismissed early or not meeting physically during its scheduled time, you are not allowed to work. *No exceptions!***

If I am unable to earn my entire award, will I be able to receive the rest of the money?

No, you can be paid only for the hours you have worked. If you have not earned the amount awarded the current semester, the unearned portion will be returned to the FWS Program.

How many credit hours are needed per semester for FWS eligibility?

You must be enrolled in at least 3 credit hours. (Also, you must meet other criteria). If you withdraw from school for any reason, you lose your FWS eligibility and must stop working. Please contact the Office of Student Financial Services before dropping any classes. *Summer awarding criteria is subject to change.*

Must I notify other funding sources of my FWS earnings?

Your compensation is considered earned income and may impact other sources. If this office needs to verify FWS employment, a signed statement giving permission to release this information must be on file, *no exceptions*.

Do I qualify for Workmen's Compensation?

Yes. If you are injured *on the job* (work time must be documented), call Compendium at 877-709-2667 after notifying your supervisor of the injury.

Do FWS students qualify for unemployment benefits?

No. Work-study positions are temporary, therefore; students cannot collect unemployment benefits.

Can I receive a job transfer?

FWS students will be allowed one job transfer during the academic year under the Grievance Procedures. Also, if a student transfers to another MTC campus, a transfer will be granted if a position is available.

Can I do volunteer work for my supervisor?

No. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, FWS students will only be paid for hours that have been verified as being valid work hours per FWS regulations.

Note: Due to FERPA regulations, this office will not respond to inquiries for work sites and job/class schedules. Calls will not be transferred to your assigned work site for this purpose.

CAN A FWS EMPLOYEE BE TERMINATED?

Yes. A student may be terminated by the supervisor or by the FWS coordinator. Reasons for termination may include:

1. Earns the total amount of his/her award for the semester before the end of the term.
2. Suspended from MTC academically or from the financial aid program.
3. Not making satisfactory academic progress per regulations.
4. Complete withdrawal from College.
5. Falsifying time sheets (signatures, times, etc).
6. Failure to report to work at assigned times or notify supervisor. Job abandonment (three consecutive days where the employee has not called or reported to work.)
7. Poor job performance.
8. Theft, destruction, damage or misuse of department/MTC property.
9. Disclosure of confidential information to unapproved party.
10. Violation of job site rules and regulations.

TERMINATION PROCEDURE

The FWS supervisor must be satisfied with the work being performed. If you hire someone who proves to be unsatisfactory, after a suitable trial period, it is the option of the supervisor to terminate this worker. Following the procedure prescribed below, a supervisor may terminate a work-study student.

1. Documented verbal warning.
2. Documented written warning.
3. Termination (The work-study office must be informed in writing.)
All timesheets must be turned in for hours completed before termination.

Warnings may result from but are not limited to the following behavior:

- ❑ Excessive tardiness or absence from work
- ❑ Loitering on the job
- ❑ Failure to fulfill job responsibilities in a satisfactory manner

Immediate dismissal may result from the following violations:

- ❑ Dishonesty and/or theft
- ❑ Abuse to supervisor or other personnel, including another work-study student
- ❑ Disclosure of confidential information to unapproved party
- ❑ Abuse to Midlands Technical College property
- ❑ Fighting or threatening violence in the workplace

GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding duties or supervision. A FWS employee having difficulties should attempt to resolve the problem through discussion with the FWS supervisor.

If, at this point, the FWS employee is not satisfied with the resolution proposed, he should contact the FWS Coordinator stating the grievance and the remedy desired. After reviewing the information, the FWS Coordinator will make a decision and communicate findings to the supervisor and FWS employee.

JOB TRANSFERS

When a student accepts a job assignment, it is expected that the student will stay on the job for the entire award period. If a transfer is requested and approved, an evaluation of the student's performance must be completed and submitted to Federal Work-Study coordinator's office on the Beltline Campus.