

West Hills College Federal Work Study Handbook

Welcome to the West Hills College Federal Work Study (FWS) Program. This handbook provides information about the Federal Work Study process for both supervisors and student employees. The FWS Program provides tremendous opportunities for both students and supervisors. The valuable experience associated with a work study position will enhance a student's life while in school and in the future. Studies have shown that students who work on campus tend to be more satisfied with their college experience, stay in school, and graduate at a higher rate. West Hills College (WHC) recognizes that work study jobs are entry level positions and we are committed to giving all possible means to train students to learn skills that they can take into the future work place.

FEDERAL WORK STUDY

The FWS program is federally funded and subject to the Department of Education federal regulations, as well as employment laws on the federal, state, and local levels. The program is administered by the Financial Aid Office. West Hills College is allocated funding each year by the Department of Education, which is limited and varies from year to year.

The purpose of the work study program is to provide jobs for students who have financial need as determined by the Free Application for Federal Student Aid (FAFSA). It allows a student to earn money to help pay for education expenses. The maximum amount of money a work study student may earn cannot exceed their total Federal Work Study award, and having a work study award does not guarantee that the full amount of the award will be earned. Students may work a maximum of 19 hours per week and can work only one work study job at a time.

STUDENT ELIGIBILITY AND APPLICATION PROCESS

To be eligible for federal work study, a student must:

- Demonstrate financial need
- Enroll in a minimum of 6 units, 12 or more is preferred
- Maintain Satisfactory Academic Progress(SAP)

Student eligibility may change based on:

- Adjustments to student's need calculations due to other sources of aid(ex: Pell Grant, Cal Grant, Student Loans, Scholarships)
- Enrollment status changes
- Financial aid denial

Students interested in applying for work study must first complete the FAFSA and then the Work Study Application. The Work Study Application can be found in the administration building in the Financial Aid Department and can also be found on the West Hills website under Financial Aid Forms. The completed application is turned into Work Study Coordinator, in the Financial Aid Department.