

## *Policy Statement*

The Federal Work Study (FWS) program is a Campus Based Federal Student Aid Program that was instituted by Congress in 1964 to provide need based part-time employment for students. Under this program, funds are given to the institution in accordance with federal guidelines for the use of providing meaningful, on-campus and community service employment for students.

## *Policy Details*

The College provides part-time employment positions for students to work on campus. Student eligibility to participate in the Federal Work Study program is determined by the Office of Financial Aid through the students' completion of the Free Application for Federal Student Aid (FAFSA) and the subsequent aid awards based on the level of the students' need.

Positions are posted at [www.terra.edu/careers](http://www.terra.edu/careers) and students must apply. There is no guarantee of employment.

Students who are eligible and accept employment under the Federal Work Study program must be enrolled for a minimum of six (6) credit hours at Terra State Community College and they must be in good academic standing with at least a 2.0 cumulative grade point average.

Students will not be permitted to work more than twenty (20) hours per week.

Students are permitted to work during semester breaks, holidays and between semesters based on the availability of funding and approval of the Office of Financial Aid.

Summer employment for Federal Work Study is based on the availability of funding.

For any questions, please contact the Office of Financial Aid at [Financialaid@terra.edu](mailto:Financialaid@terra.edu)

## *Procedures*

Students must complete the Free Application for Federal Student Aid (FAFSA). If the Office of Financial Aid determines that they are eligible for the FWS program, the student must apply for an open student worker position and be interviewed. The student will also be required to complete necessary paperwork with the Human Resource Office prior to their first day of work.

## *Resources*

<https://studentaid.gov/h/apply-for-aid/afsa>

<https://studentaid.gov/understand-aid/types/work-study>

[www.terra.edu/careers](http://www.terra.edu/careers)

Documentation

NA

Definitions

<b>Term</b>	<b>Definition</b>
<i>FAFSA</i>	The Free Application for Federal Student Aid is a form completed by current and prospective college students in the United State to determine their eligibility for student financial aid.

*Approval History*

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
9/28/2005	Entire Document	Origination	CASA
7/10/2023	Edited	Updated to New Form Added Policy Statement. Added Policy Details regarding eligibility requirements. Added procedures.	Jessica McCarthy, Dean of Enrollment Services

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 9/28/2005**

**Next Review Date: 7/31/2026**