

KENNEBEC VALLEY COMMUNITY COLLEGE

FINANCIAL AID OFFICE

FEDERAL WORK STUDY POLICY

EFFECTIVE: 07/02

UPDATED: 3/28/08

Kennebec Valley Community College (KVCC) makes on-campus jobs available to eligible students through the Federal Work Study (FWS) Program. Approximately 25 to 40 positions are filled each year by matching eligible students and skills with the job qualifications of available positions. Three or more community service positions are located in the college's library, where student employees have an opportunity to work with the general public as well as fellow students. Four or more reading tutor positions are also available each year.

During the school year qualifying students may work up to 20 hours per week, depending on supervisor needs and student class schedules. FWS jobs currently listed with the Financial Aid Office range from two (2) to twenty (20) hours per week. FWS wages, set at \$7.50 per hour for on-campus work and \$7.75 per hour for reading tutor positions off campus, are paid for work performed by student workers on a biweekly basis.

To apply for available FWS jobs, qualifying students must use the following procedure:

1. File a request for FWS by calling, writing, or indicating their interest on the KVCC Financial Aid Application or the FAFSA. (Specific information about the work program is provided to all interested applicants.)
2. Review the job listing provided by the Financial Aid Office, noting work locations, supervisor names, and hourly rate of pay. Students are advised that some hours listed for certain jobs MAY be negotiable (adjusted to accommodate both students and supervisors.)
3. To apply for positions students must contact the supervisors to set up interviews. Interviews between students and supervisors begin during the first two weeks of each semester and continue until all available positions are filled. Thereafter, updates will be posted to the KVCC Financial Aid Web Site, as jobs become available.

Once hired, student workers are required to sign **FWS contracts**, complete payroll forms, and submit completed biweekly time sheets to their supervisors. Supervisors are responsible for submitting accurate time sheets to the Payroll Office. (Students may not submit time sheets directly to the Payroll Office.) FWS employees and supervisors are aware that time sheets submitted by students will be returned to the appropriate supervisors for verification, delaying student paychecks by two to three weeks.

FWS contracts are issued for a period of one semester at a time – Fall, Spring and Summer terms. (Summer terms are treated as “trailers” to the closing financial aid award year.) This gives the Financial Aid Office the opportunity to reassign unearned FWS funds to other qualifying students when FWS workers do not earn the total awards specified in their semester contracts.