

# Davis Technical College

## Student Financial Aid – Federal Work-Study Policy

Effective Date: 1 July 2024

### 1. Purpose

- 1.1. This policy determines the process of work-study employment to hire for work-study positions within the college and community service partners.

### 2. References

- 2.1. Federal Student Aid Handbook Volume 6
- 2.2. Federal Student Aid Handbook Volume 3
- 2.3. Financial Aid Verification and C-Code Resolution Policy
- 2.4. Financial Aid Satisfactory Academic Progress Policy

### 3. Definitions

- 3.1. **Federal Work-Study:** Federal Campus-Based Program that provides part time employment for students while attending school as an eligible student, in an eligible program.

### 4. Policy

- 4.1. **Student Eligibility:** student must meet the following criteria:

- be enrolled as an adult certificate seeking student in a Title IV eligible certificate program.
- complete the FAFSA for the current academic year and have valid ISIR on file.
  - valid ISIR consists of completing verification (if applicable) and/or resolving any outstanding c-codes.
- demonstrate financial need.
- meet minimum satisfactory academic progress for program.

- 4.2. **Work Schedule:** students can be scheduled based on the needs of the department; however, students should not work more than 20 hours per week.

- 4.2.1. Exceptions to this policy need to be approved by the department's director and/or Vice President.

- 4.2.2. A student cannot work during a scheduled class time. This includes students who are enrolled in a hybrid program. If the student has a scheduled class time listed in the student information system, the student cannot work even if they are not attending class on campus. Doing so will make the student ineligible for work-study for the hours that were worked during their scheduled class period and wages must be paid from a department's part-time wage budget.

- 4.3. **Work-Study Award Amount:** the maximum award amount per aid year will be \$4,000 if student begins employment within first quarter of the year (Jul – Sep). If student begins employment after the end of the first quarter, their award will be prorated as follows:

- Second Quarter (Oct – Dec): \$3,000

- Third Quarter (Jan - Mar): \$2,000
- Fourth Quarter (Apr – Jun): \$1,000

4.3.1. A student's maximum award amounts are based on the student's unmet need, or the amounts listed above, whichever is lower. Unmet need is calculated by taking cost of attendance and subtracting the student aid index (SAI) from the FAFSA.

## 5. Procedures

5.1. **Job Description:** each department is responsible for creating job descriptions for work-study positions within their departments. Job descriptions are approved and posted by HR to the Work-Study job board on the Davis Tech website. Job descriptions can remain posted until the job is filled, or work-study funds have been exhausted. Each work-study job description must include the following:

- Name of the position
- Classification of the position
- Name and address of student's employer (if off campus, such as elementary school or other community partner)
- Department of office that will employ student
- Location of the position
- Name of the student's supervisor
- Purpose/role of the position within the organization
- Duties and responsibilities
- Rate of pay
- General qualifications for the positions
- Length of student's employment (this would be July 1 – June 30 of each year)
- Requirement of the FAFSA each year

5.2. **Application:** interested students must apply for the work-study position through the online job posting.

5.2.1. Before a department is notified of potential applicants, HR should consult with Financial Aid to confirm the applicant's work-study eligibility.

5.2.2. Eligible applicants are forwarded to Department to review and interview as needed.

5.3. **New Hire Process:** Hiring supervisor will create and submit PAN for work-study employee. Financial Aid needs to receive a copy of the PAN so we can calculate the offer based on the hourly wage.

5.4. **Work-Study Orientation:** prior to beginning employment or shortly after beginning employment, student will need to meet with FA for work-study orientation.

5.5. **Disciplinary/Termination:** supervisor is responsible for disciplinary action of work-study employee. If employee resigns or is terminated from position, supervisor will need to notify financial aid office and submit PAN.

## 6. Approval and Notes

Effective Date: 1 July 2024

Expanded President's Council Approval: 10 June 2024

Effective Date: 1 July 2022

President's Council Approval: 27 June 2022