



WHAT IS FEDERAL WORK STUDY?

Federal Work Study (FWS) is one of several federal programs offered through the Financial Aid Office. FWS is a **need-based** federally funded part-time employment program, which allows eligible students to earn money to help pay for educational expenses. In addition to providing financial assistance, FWS also helps students gain valuable work experience while pursuing a college education. Students must complete the Free Application for Federal Student Aid (FAFSA) each year to be considered for federal financial aid, including FWS funding.

HOW CAN I PARTICIPATE IN THE FWS PROGRAM?

1. Complete the FAFSA every year on or before the March 2nd priority due date and answer “yes” on the FAFSA when asked if you are interested in “Federal Work Study”. After this date, you can still apply for financial aid and request a FWS award, but due to limited funding, we cannot guarantee that funds will still be available.
2. Comply with all requests from the Financial Aid Office regarding additional documentation.
3. When you are ready to participate in the FWS Program, go to the Financial Aid Office to officially sign up for a FWS award. Once determined eligible, you will be asked to sign a “Statement of Fact” form.
4. After a brief processing period, check your status on MyChaffeyView at www.chaffey.edu/chaffeyview to see if you were awarded FWS. If so, you can begin to search for available positions through the Career Center’s online job posting site, Chaffey Connect: www.chaffey.edu/chaffeyconnect.

ONCE AWARDED FWS, WHAT’S NEXT?

1. You may view available positions online through Chaffey Connect by clicking on the “Job Postings” shortcut and searching by the “On-Campus Student Employment” position type.
2. Once you have identified a position of interest, you may complete an application for student employment at the Career Center on the Rancho Cucamonga campus in MACC-203.

WHERE WILL I WORK?

There are a variety of on-campus jobs available through the FWS Program. College offices and departments hire students to provide services such as clerical support, reception, lab assistance, childcare, food service, cashiering, and peer advising.

AM I GUARANTEED A POSITION?

Unfortunately, obtaining a FWS position can be a very competitive process. Applicants are considered for positions based on their level of skill and their abilities to perform the required job duties. Also, due to a limited number of available positions throughout the campus, not all students who are eligible for a FWS award will be able to secure employment in the program.

CAN MY FWS AWARD BE CHANGED OR CANCELLED ANYTIME?

A FWS award may be cancelled if:

1. The awarded funding remains unused and/or the student is unable to secure a position within eight weeks from the day the FWS award was initially offered. To avoid cancellation, it is recommended that students eagerly pursue any positions that they qualify for.
2. The student does not maintain continuous employment in a previously secured FWS position. More than one month of non-employment can result in a cancellation of the FWS award for the remainder of the term.

A FWS award may be decreased if:

1. There are insufficient FWS funds to cover projected earnings. It is possible that the college’s federal allocation for the FWS Program may be reduced.
2. There is a change to the student’s financial need as determined by the Financial Aid Office.
3. When hired, the dates of employment only cover a portion of a semester.

A FWS award may be increased if:

1. There are FWS funds available at the end of the year and the student still has unmet financial need.

IF HIRED, WHAT ARE MY RESPONSIBILITIES?

1. Perform your duties as outlined in the job description to the best of your ability.
2. Maintain Satisfactory Academic Progress (SAP).
3. The Student Employment Office requires all student employees to maintain a 2.0 cumulative GPA and enrollment in at least 6 units during fall and spring semesters (summer enrollment not required).
4. Monitor your FWS earnings and do not exceed the authorized award amount.
5. Report to work on time and work your scheduled hours.
6. Refrain from conducting personal business on the job.
7. Take your job seriously. The experience you gain in a FWS position can be very valuable and provide you with positive work experience, future job skills, and favorable supervisor references.

WHAT DO I DO IF I AM OFFERED A POSITION?

Once you have accepted a position, and before you begin working, you will be contacted by the Student Employment Office to complete required employment documents. A FWS position is a real job and you will become an official employee of Chaffey College. Your supervisor will notify you once you have been cleared to start working.

HOW WILL I BE PAID?

You will be paid once per month. A timesheet must be completed and submitted on time to your supervisor at the set time each month. When time sheets are submitted **on time**, you are generally paid on the 15th day of the following month. Late time sheets may result in late payments.

FWS PROGRAM POLICIES

1. The Student Employment Office requires all student employees to maintain a 2.0 cumulative GPA and enrollment in at least 6 units during fall and spring semesters (summer session enrollment not required). Failure to maintain the required enrollment and/or GPA requirement will result in termination of the student employee's position.
2. Student employees may work a maximum of 20 hours per week while classes are in session.
3. Student employees must maintain Satisfactory Academic Progress (SAP).
4. Student employees may not work during a scheduled class or lab time.
5. The FWS academic year is August 1st through the last day of the spring semester.
6. FWS is awarded on a first come, first served basis to students who have completed their financial aid file and are determined eligible.
7. No student shall be denied work or subjected to different treatment on the basis of race, color, ethnic group identification, national origin, ancestry, religion, religious creed, sex, physical or mental disability, medical condition (including cancer), age, marital status, sexual orientation or status as a Vietnam era veteran. Visit www.chaffey.edu/equal_opportunity.shtml for more information regarding equal opportunity employment.
8. The Financial Aid Office has the right to change a student's award to ensure federal guidelines are being met. If a revision is warranted, the student will receive an award revision via MyChaffeyView and the supervisor will be notified by the Student Employment Office.