



FEDERAL WORK-STUDY
POLICY AND PROCEDURE
HANDBOOK
FOR STUDENTS
AND SUPERVISORS

Updated August 2025

Overview

This handbook is designed to provide student employees and supervisors with information that governs the Federal Work-Study program at Technical College of the Lowcountry and to help answer commonly asked questions. Students and supervisors are strongly encouraged to review the handbook and become familiar with its policies and procedures

What is College Federal Work-Study?

Authorized by the Higher Education Act of 1965, Federal Work-Study is a program that provides federal funding to institutions to support part-time student employment. Participating students earn wages for their work, helping to offset educational costs while gaining valuable skills and experience. Studies have shown that part-time work can positively impact both grade point average and student persistence. Additionally, students contribute to the institution's operations by providing essential support. To qualify for Work-Study, students must meet specific criteria, including financial need and enrollment status. Once approved, students can expect to be paid for each hour worked according to standard payroll procedures.

Important Note: Please be aware that changes to student financial aid packages and federal funding may affect the Work-Study program. We will communicate any updates as soon as possible.

Wages and Hours (As of Fall 2025)

Students are paid \$15.00/hour for on-campus positions and \$17.00 an hour for off campus positions. Students may work a maximum of 20 hours per week; overtime is not available. Work hours should be scheduled with the student's academic schedule in mind, and as mutually agreeable between the student and supervisor.

Federal Regulations prohibit scheduling work hours or working during scheduled class periods. Students may not work during a regularly scheduled class period for any reason including class cancellation, students are let out early, tests only lasted short time, etc. Students and supervisors violating this policy will lose funding.

Under no circumstances can Work-Study wages be earned for hours worked while fulfilling course requirements. Work-Study wages may not be paid for receiving instruction in a classroom, lab, or other academic setting.

Off-Campus Work-Study/Community Service

A minimum of 7% of the federal Work-Study allocation must be used for community service positions. Students are eligible to perform some of their required hours off-campus working with local non-profit and government agencies in the community. These positions may involve

working with disadvantaged youth, elderly, tutoring, or other areas of community service. All agencies must be approved by the College to participate in this program.

Student Eligibility Requirements

- Complete the Free Application for Federal Student Aid (FAFSA) and submit all requested documentation each academic year
- Enroll in a Title IV financial aid eligible program
- Demonstrate financial need
- Be making satisfactory academic progress (SAP) – students on SAP Warning for GPA are ineligible
- Have a high school diploma or G.E.D.
- Be enrolled at least half time (6 or more credits)
- Be eligible to work in the United States
- Not be in default on any federal Title IV loan program nor owe a repayment of a federal grant of scholarship

To be considered for FWS, students must complete a FAFSA for the appropriate aid year. **The FAFSA no longer includes a FWS interest question.** Students have a “Federal Work Study Interest Questionnaire” - an electronic form located in their Self-Service account- placed on their account at the time of receiving their FAFSA. Students will be required to submit the questionnaire on whether they are interested. If students select “Yes”, they will receive an email from the Financial Aid Department with their Next Steps which includes the FWS Application.

Students need to be aware that applying does not mean they are eligible. Eligibility is determined while reviewing FWS applications. Students who are ineligible will receive an email indicating their eligibility status. Students will have applications routed to the position supervisor for the position in which they applied.

Students are able to apply for more than one position at a time; however, they will need to submit separate applications for each position. Students must be aware they can only hold one FWS position at a time.

Student Responsibilities

Student employment is viewed as a valuable component in an educational program. Students may be working in jobs related to their educational goals or working in jobs that will have indirect benefits in any profession they pursue. Students have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a Work-Study employment experience as well as develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in their work.

Student Employees Are Responsible For:

- Completing all the necessary paperwork before beginning work.
- Arranging a work schedule with the supervisor.
- Notifying the supervisor if they need to miss work due to sickness, emergency, etc.
- Requesting supervisor's approval for schedule changes in advance.
- Maintaining enrollment in at least 6
- Making satisfactory academic progress – students on SAP Warning for GPA are ineligible
- Monitoring their work hours and earnings, not to exceed 20 hours/week and allocated as needed for the duration of the position.
- Entering their Work-Study hours accurately and in a timely manner
- Adhering to the rules and regulations established by the department.
- Giving adequate notice to supervisors if they decide to discontinue their work with that department or agency.
- Dressing appropriately for work.
- Remember that they are essentially college employees and that they represent the college whether on or off the job.
- If time-off is needed during exam week, student employees are required to provide notice to supervisors.

Student Employees Must Understand That:

- If you are unable to report for employment, under no circumstance may someone else work under your timesheet.
- If you work with confidential information, you are required to keep this information confidential.
- You may not work during your scheduled class times under any circumstance.

The Work-Study Process – Checklist for Students

Please keep in mind that until this checklist is fully completed you are not legally able to work.

1. Complete and submit the appropriate FAFSA form.
2. Answer the Federal Work Study Interest Questionnaire located in your Self Service account under “Completed Required Documents”
3. If you selected “Yes” to being interested in Federal Work Study, you will receive an email from the Financial Aid Department with a link to your Next Steps and the FWS Application.
 - If you selected “No” by mistake, please send an email to fws@tcl.edu and inform the Financial Aid Coordinator of the mistake and they will work with you to get that corrected.
4. Finding Work-Study Positions:
 - Talk to your instructors: They may have leads on available work-study positions related to your field of study.
 - Review the Federal Work Study portion of the TCL website for a list of job descriptions
 - If you've exhausted these options, contact the Federal Work Study Coordinator at fws@tcl.edu specifying the campus where you're seeking a work-study position.
5. Complete 1 application for each interested position listed. Students are able to obtain only 1 FWS position at a time however, they are able to apply for more than one if interested.
6. Eligibility will be reviewed at the time of application submission.
 - If eligible, applications will be routed to the position supervisor, and the supervisor will reach out to the student to set up an interview.
 - If ineligible, students will receive an email indicating their ineligibility.
7. If selected for an interview, the position supervisor will discuss job expectations and potential schedule during said interview. The position supervisor will reach out to the student if they choose to move forward with the hiring process.
8. Electronically complete and submit all hiring forms - *within 2 days from receiving the email/link*
 - *Attached to the contract you sign, you will be required to sign the “Federal Work-Study Agreement for Confidential Information & FERPA Compliance” to ensure you fully understand FERPA compliance.
9. Once your contract has been completely signed by all parties required, **you are now able to begin working!**

The Work-Study Hiring Process

The Position Supervisor will reach out to the student to schedule an interview. During this meeting, the supervisor and Federal Work-Study students will review the job duties, essential and preferred times, number of work hours, expectations, and clarify any details.

To assist in creating a work schedule, the student should bring along a copy of their class schedule for the term. ***IMPORTANT: A Work-Study student is NOT allowed to work during class time for ANY reason, regardless of any extenuating circumstances.***

If the position supervisor chooses to move forward with extending the position offer to the Federal Work Study student and the student accepts, the supervisors will then reach out to the Financial Aid Department and request the hiring documents for the student they would like to select.

IMPORTANT: The student is not yet eligible to work and should NOT begin working at this time.

The hiring documents must be signed by all parties involved in the process, including the student, the position supervisor, the Financial Aid Coordinator, HR, and Payroll—before the student can begin working.

There is currently 1 document the position supervisor will need to start to begin the hiring process:

1. Federal Work Study Temporary Contract

Previously, two separate forms were required. The process has been streamlined into a single comprehensive contract to improve efficiency and simplify completion.

This form is created with conditional formatting to route to the appropriate next party for their input and signature.

Example of the **Federal Work Study Temporary Contract** Financial Aid:

***Supervisors:** *Please make sure you are selecting whether the student is a re-hire recommendation or if they are a new recommendation for the FWS position**

IMPORTANT: *If the student you are selecting has been a federal work study student within the last year, please select “re-hire” as their hiring status.*



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Federal Work-Study Employment Acknowledgement - Temporary Contract

To be completed by the Position Supervisor

Student Employee Name: *	Student ID #: *	Student Email Address: *
Department: *	Job Title: *	Position Type: * -- Please Select --
Semester: * -- Please Select --	Scheduled Days & Times: *	Description of Duties: (may attach position description) *
Hiring Status: *		Optional Position Description:
Building #: *	Room #: *	
Supervisor Name: *	Supervisor Phone Number: *	

It is understood that this agreement represents a *temporary, at-will* employment arrangement. Therefore, the College reserves the right to modify or terminate this agreement at any time if it is determined to be in the institution's best interest.

The schedule listed above reflects the **maximum allowable work hours**; however, actual pay will be based solely on the number of hours worked, as reported on an approved timesheet. Compensation will be issued on a **semi-monthly** basis.

Once the supervisors submits the Temporary Contracts, the conditional routing is as follows:

Federal Work Study MEMO

Flowchart



Federal Work Study Temporary Contract

Flowchart



New Hire Recommendations:

Once the Temporary Contract has been signed by **all** parties, the HR department will send the position supervisor an email with the new hire information and their anticipated start date included. The student would be eligible to begin working on the listed date.

Re-Hire Recommendations:

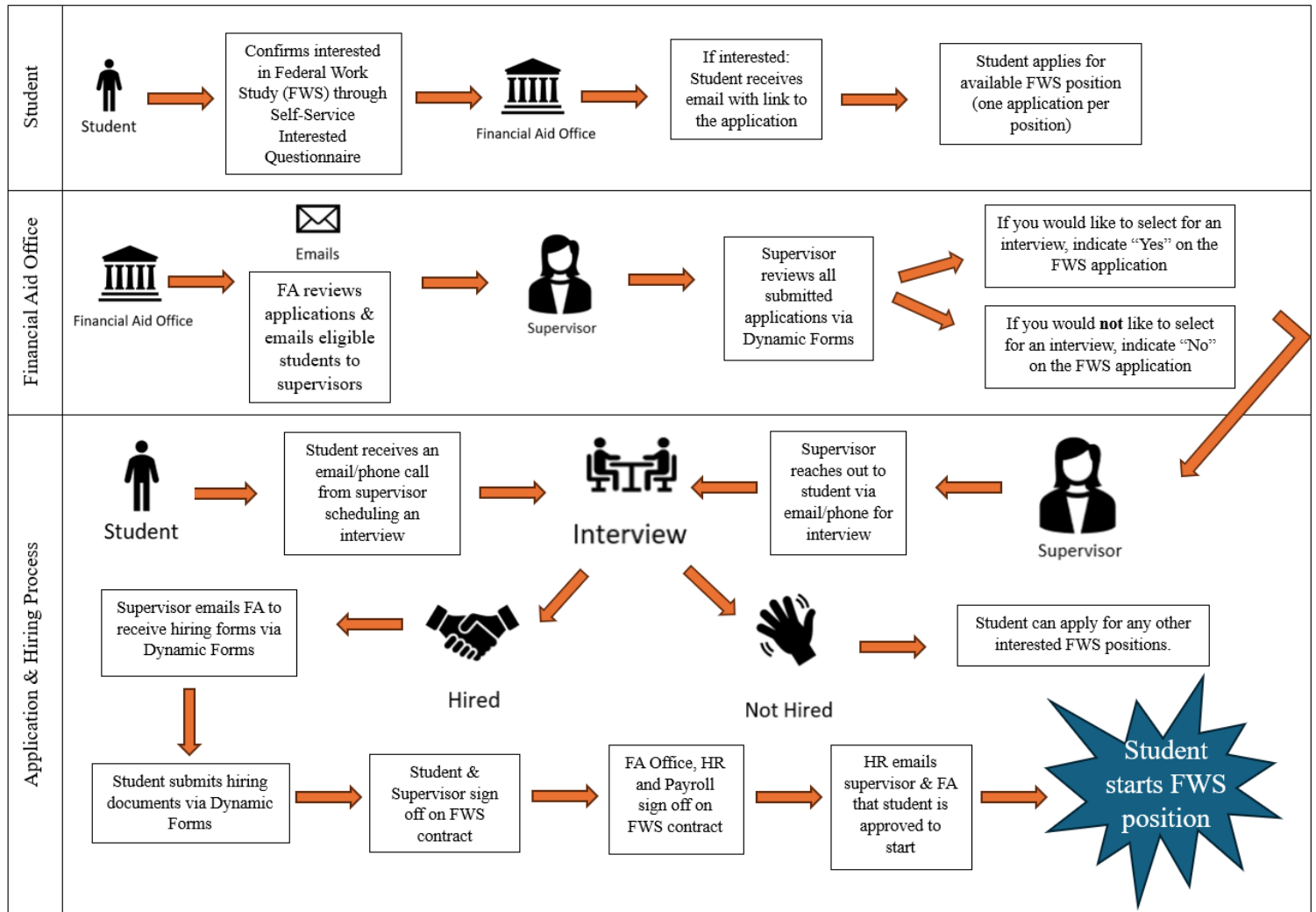
Once a student has applied for their desired position, (returning students must still apply because eligibility can change from year to year) the department supervisor will notify the Financial Aid Office they would like to move forward with re-hiring their previous FWS student. The supervisors will be re-sending the same hiring documents as previously submitted.

Supervisors do not need to hold another interview for re-hiring FWS students however, all students must re-apply for FWS as eligibility can change from year to year.

Supervisors will indicate on their hiring documents that this is a Re-Hire Recommendation which will help identify re-hire student's vs new hire students. The HR department will then work through their process for re-hiring and once all signatures have been completed on the contract, the re-hire student is eligible to start working.

IMPORTANT: Now the student employee is eligible and may begin working.

Technical College of the Lowcountry Federal Work Study Hiring Flowchart



In the Workplace

Academic Breaks and Holidays

Provided their supervisor will be present during work time, student employees are permitted to work during school holidays, fall/spring semester breaks, and if holding an off-campus position, days when the college is closed if the off campus agency is open.

Complaints and Grievances

Student employees are encouraged to first communicate any dissatisfaction regarding their employment to their supervisor.

Performance and Termination

A student employee may be terminated after sufficient warning. Sufficient warning means at least one meeting or written notice that termination of employment is probable if no improvement is shown. It is expected and desired that an earnest effort be made to provide opportunity for continuation.

Immediate dismissal may occur when, in the judgement of the supervisor or departmental administrator, continuation of employment would be damaging to the nature of operation for the individual department or the college at large. Such dismissal requires written notice to the student. All Work-Study employment termination requires notification to the Financial Aid Office within 24 hours of the termination.

Work behaviors that may require disciplinary action and/or dismissal may include, but are not limited to:

- Tardiness and unexcused absences
- Under the influence of alcohol or controlled substances while on duty
- Violation of Technical College of the Lowcountry and department or agency regulations, policies, and rules
- Violation of Technical College of the Lowcountry Conduct Standards
- Violation of local, state, or federal laws
- Unacceptable job performance
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

Resignation

Students may voluntarily terminate their FWS award if they are no longer interested in the program; they may also resign from a Work-Study position for personal or academic reasons. Students are required to give their supervisor a two-week notice, at which time the supervisor will inform the Financial Aid Office within 24 hours of the notification.

Termination of Employment

When a Federal Work Study (FWS) position comes to an end—whether initiated by the supervisor or the student—proper documentation is required.

- **Supervisor-Initiated Termination:**
If a supervisor determines that an FWS student employee's position should be terminated, the supervisor must contact the Financial Aid Office to obtain and complete the **Federal Work Study Program Employee Termination Notice**.
- **Student-Initiated Termination (Voluntary Separation):**
If a student employee decides to resign from their position for personal reasons, the supervisor must still contact the Financial Aid Office to obtain the **Federal Work Study Program Employee Termination Notice**, ensuring the voluntary separation option is selected.

This process ensures accurate record-keeping, compliance with federal regulations, and timely updates to the student's employment and financial aid records.

Rest and Meal Breaks

The College will provide a minimum of 30 minutes for an unpaid meal period if scheduled to work six or more consecutive hours. Meal periods cannot be combined with breaks or taken at the beginning or end of the day. Rest breaks are not required by law. However, student employees may take two 15-minute rest breaks as the work schedule allows.

Breaks cannot be combined with meal periods and/or other breaks or taken at the beginning or end of the day. Rest breaks not taken cannot be carried over into another day.

An employee must receive prior approval from his/her supervisor to alter his/her work schedule, including times for breaks or meal periods to ensure adequate coverage is provided during the workday.

Summer Employment

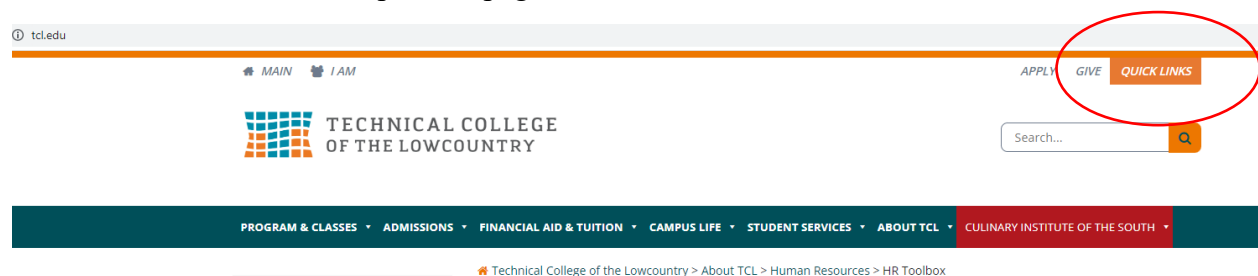
As a rule, summer Work-Study is limited to save the bulk of the Work-Study funds for the school year. However, some Work-Study supervisors may need Work-Study personnel during the

summer months. The final day of the spring semester marks the end of the award year. Student employees may work during the summer semester if the following qualifications are met:

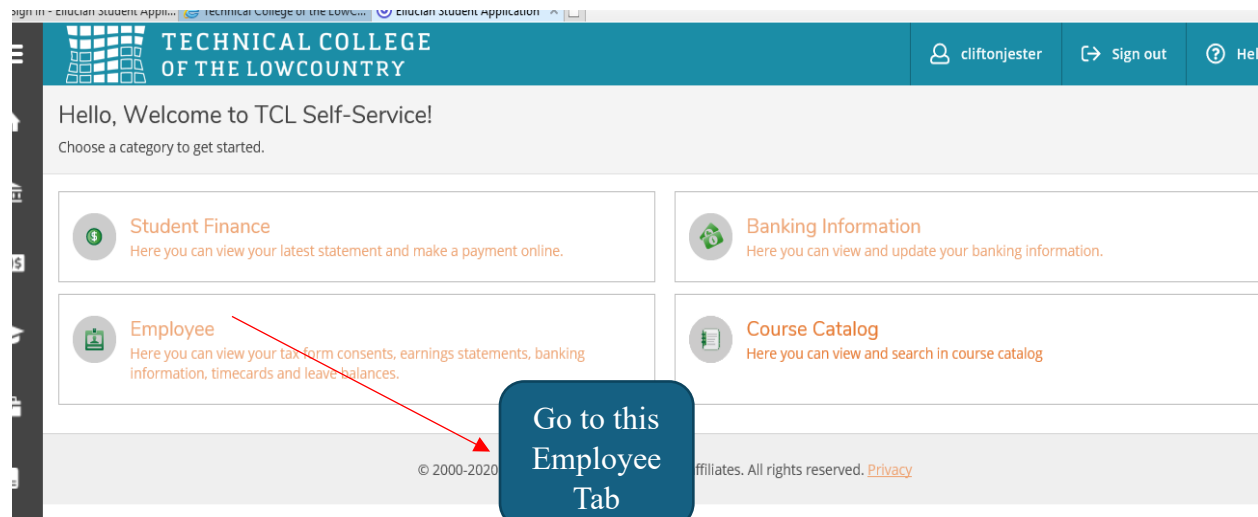
- The student employee exhibits financial need
- There are Work-Study funds available
- The student employee is enrolled in at least six (6) credits in the summer semester
- The student employee is meeting SAP requirements

Entering Work-Study Time

1. Navigate to the Technical College of the Lowcountry Website: www.TCL.edu then click Quick Links at the top of the page and select “Self Service”



2. Once logged into your TCL Self Service account, click on the “Employee” tab:



3. To enter your time, select “Time Entry”

Sign In - Ellucian Student Appli... Technical College of the LowC... Employee Self Service Hom... X

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Employment Employee Employee Overview

Welcome to Colleague Employee Self-Service!

Tax Information
Here you can change your consent for e-delivery of tax information.

Time Entry
Here you can fill out your timecards.

Position History
Here you can view a list of your positions.

Total Compensation Statement
Here you can view your Total Compensation Statement.

Banking Information
You can view and update your banking information.

Earnings Statements
You can view your earnings statement history.

Stipend History
Here you can view a list of your stipends.

Then Time Entry

4. Select the week you are currently working to input your hours worked:

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Employment Employee Time Entry

Time Entry

Hourly Semi-Monthly

01/16/2020 - 01/17/2020
Due by: 2/1/2020 11:59 PM
Total: 0.00 Hours

01/18/2020 - 01/24/2020
Due by: 2/1/2020 11:59 PM
Total: 0.00 Hours
Instructor- Temporary

01/25/2020 - 01/31/2020
Due by: 2/1/2020 11:59 PM
Total: 0.00 Hours
Instructor- Temporary

Here you see your timesheets. Click into the week you are currently working.

5. Lastly, you will input all the hours worked for that week and once all hours worked have been completed, you will then “submit for approval”

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Employment • Employee • Time Entry

Pay Period 01/16/2020 - 01/31/2020

< All Time Sheets

Week 01/25/2020 - 01/31/2020
0.00 Total hours

TUPG1762 • Instructor- Temporary
Alston, Sophia • Continuing Education • New River Campus
0.00

Earn Type	Sat 1/25	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30
Temporary, Retirement	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00

Comments Submit for Approval

Here you enter the hours worked in the correct week.

Once all hours worked for the week *has been* entered, you submit for approval.

Approving Work-Study Time for Supervisors:

Once student employees have submitted their time, you will review and submit through Self Service as well.

Supervisor Responsibilities

Supervisors play a key role in making Work-Study a valuable experience for a student employee's future employment. A supervisor must be firm, patient, and understanding, while also providing opportunities for student employees to develop and enhance leadership skills, good judgement, responsibility, initiative, and pride in their work.

Supervisors are responsible for:

- Submitting Work-Study position information to the Financial Aid Office
- Recruiting students for Work-Study positions and direct them to the Financial Aid Office to begin the hiring process.
- Meeting with student applicants before they apply to conduct an interview and to discuss the specifics of Work Study position.
- Review job expectations, schedule and handbook with the student
- Sending the Financial Aid Office an email notifying them that they have met with the student and wish to hire them.
- Providing a respectful work environment that is free from harassment or discrimination.
- Developing a suitable, mutually agreeable work schedule **not to exceed** the allowable limits of 8 hours per day and/or 20 hours per week. The number of hours worked per week is determined based upon the total student Work-Study award, the current hourly wage, and expected employment length.
- Ensuring that no work is performed by the student employee prior to the start date given to Financial Aid Office or completion of the hiring process.
- Clearly define job duties/expectations and training the student employee in the processes necessary to perform the required duties.
- Directly supervising the student employee during work hours and appointing a supervisor designee to directly supervise the student employee in their absence.
- Introducing the student employee to other employees in the work area.
- Informing the student of the disciplinary action process.
- Properly documenting performance and/or behavior incidents in the workplace and addressing the concerns in a timely fashion.
- Reviewing time entries submitted by the student employee for accuracy and approving them in a timely manner.

Supervisors Must Understand That:

- Students' priority should be academic success and schedule flexibility may be necessary during key times. If time-off is needed during exam week, student employees are required to provide advance notice to their supervisor.

- Scheduling work during scheduled class time is strictly prohibited by federal law. This includes instances of canceled classes, early release from class, test lasted a shorter time than scheduled, etc.
- Under no circumstance is a student employee allowed to work past the final day of any semester.
- The final day of the spring semester marks the end of the award year. Student employees may work during the summer semester if the following qualifications are met:
 - The student employee exhibits financial need
 - There are Work-Study funds available
 - The student employee is enrolled in at least six (6) credits
 - The student employee is meeting SAP requirements

For more information regarding Federal Work Study questions or processes, please reach out to the Office of Financial Aid at fws@tcl.edu