

Federal Work-Study (FWS) is a campus-based federal financial aid program. The FWS program provides part-time jobs for students who have demonstrated "need", according to the results from their Free Application for Federal Student Aid (FAFSA), allowing students to earn money to help pay their education expenses. Funding for the FWS program is limited, and positions are filled on a first-come, first-served basis. Students are encouraged to apply early if they are interested in this program.

Why Should I Do Work-Study?

Studies show that students who work a modest number of hours per week (an average of fifteen) have higher grade point averages, graduate at a faster rate, are less likely to drop out and also have important job skills to include on their resumes. Working students also have more opportunities to become better organized and manage their time better. Employment exposes students to more mentor-type relationships and increases interactions with "real world" people, and employment provides financial resources that may be critical to meeting college costs.

General Eligibility Requirements:

Students Must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Respond to and satisfy all requests for additional information, if applicable
- Demonstrate financial need, determined by the FAFSA results
- Not be in default on a student loan or owe a refund on a federal grant
- Be enrolled in a minimum of six credit hours (half-time)
- Be degree seeking at MACC
- Complete a supplemental FWS application in the Financial Aid Office
- Be making Satisfactory Academic Progress, which means students cannot be on Financial Aid Suspension

Application Procedures:

- Complete the FAFSA for the academic year and submit all requested documents to the MACC Financial Aid Office.
- Complete a FWS application and submit it to the Financial Aid Office. Applications are available online, under the College Work-Study tab at: <https://www.macc.edu/types-of-financial-aid/>
- The Financial Aid Office will review your eligibility (see Eligibility Determination below) and you will be notified of your status. If eligible, your financial aid offer will display a Federal Work-Study code for \$1.00 (this is not the amount of work-study you are eligible for, it is a code used by the Financial Aid Office). If you are not eligible you will be sent a letter notifying you of that status.
- Your application will be available for all departments with open positions, although priority will be given to the departments you checked on your application. Supervisors will arrange job interviews for potential candidates.
- Prepare for the interview with a copy of your class schedule, your previous work history or resume', and remember to dress appropriately for the position.
- When you have been hired, you must complete all federal and state employment forms in the Personnel Office located in Room 136 of the Main Building at the Moberly campus, or with the site director at your MACC campus. **This paperwork must be complete before you can begin work.**
- The supervisor will work out the details of establishing working hours and submitting payroll timesheets and pay dates.

Eligibility Determination:

After the Financial Aid Office determines that you have completed the application requirements and satisfied the general federal financial aid eligibility requirements, a calculation is performed to determine your FWS eligibility. You must demonstrate "financial need" based on a federal formula. Your financial need is calculated by using your school assigned Cost of Attendance (COA) minus your Expected Family Contribution (EFC, which is determined by your FAFSA) minus other financial aid expected (including but not limited to scholarships and loans) and the remaining figure is referred to as your "remaining financial need". The remaining financial need is then divided by the number of weeks in the semester, and then by the amount of the current minimum wage. This calculation informs the Financial Aid Office and other departments about the approximate number of hours per week and per semester you are eligible to work. Please note: your eligibility may increase, decrease, or be eliminated, dependent upon any changes to your financial aid and/or enrollment status.

Maximum Hours Per Week:

Work-study hours may not be scheduled or worked during a student's scheduled class period.

While each department's work-study allocation may vary, the number of hours each student works will also vary. Students generally work from 5 to 19.75 hours per week each semester. You may contact the Financial Aid Office to determine the maximum number of hours you may be eligible to work. Students should consider academic responsibility when developing their work schedule and are encouraged to consult with their supervisor if a scheduling conflict occurs.

Payment for Work Performed:

Students employed through the Federal Work-Study program must be paid for all hours worked. **The rate of pay shall be \$13.00 per hour.** Pay dates at MACC occur on the 15th and 30th of each month, unless the date falls on a weekend or holiday, in which case the pay date will be the day immediately preceding the scheduled weekend, holiday or break. Supervisors will discuss the dates timesheets are due after you are hired.

Job Descriptions:

Job descriptions are written by each department and approved by the President of MACC, or designee. Students can view job descriptions on-line, under the College Work-Study tab at: <https://www.macc.edu/types-of-financial-aid/>

Summer Employment:

Students are allowed to work during the summer session without being enrolled in the summer session provided they are enrolled at least half time for the subsequent fall semester and have met all other eligibility requirements for FWS. Work performed under this arrangement is awarded as a financial aid resource for the subsequent fall semester and may limit other financial aid resources for that semester due to how financial aid is calculated under the federal cost of attendance guidelines. Students pursuing this type of work-study arrangement should consult with the financial aid office.

Community Service Jobs:

Employment is available in certain positions that qualify as community service work. This type of work can involve tutoring at local public elementary schools. If you are interested in working as reading or math tutor at an area grade school, please contact the Financial Aid Office for information.

Whom Should I Contact For Questions?

Should you have any questions or concerns about work-study, please contact the Financial Aid Office located in room H11 of Andrew Komar, Jr. Hall on the Moberly campus. You may also email finaid@macc.edu or call 660-263-4100, extension 11301.