

## COMMUNITY SERVICE FEDERAL WORK STUDY

The Community Service Federal Work Study Program provides students an opportunity to participate in a significant service experience while earning a portion of their financial aid.

Many of these positions are located within local nonprofits and governmental entities. If you are interested in working for an organization, or know an organization that might be a participant, contact the Office of Career Services.

## 5 REASONS TO PARTICIPATE IN THE FEDERAL WORK STUDY PROGRAM

- Earn money for educational expenses
- Work around your class schedule
- Add value to your resume
- Develop your professional network
- Be a leader in your community

***EXPLORE FEDERAL WORK STUDY TODAY!***

## WHO TO CONTACT

### DIRECT FINANCIAL AID QUESTIONS TO:

Office of Financial Aid  
304.260.4380 x2106  
finaid@blueridgectc.edu

### DIRECT GENERAL FWS QUESTIONS TO:

Tami Aabel  
Human resources  
304.260.4380 x2233  
taabel@blueridgectc.edu

### DIRECT COMMUNITY SERVICE WORK STUDY QUESTIONS TO:

Christopher Cobian  
Coordinator of Career Services  
304.360.4380 x2125  
ccobian@blueridgectc.edu



13650 Apple Harvest Drive  
Martinsburg, WV 25403  
304.260.4380  
www.BlueRidgeCTC.edu



COMMUNITY AND  
TECHNICAL COLLEGE

## FEDERAL WORK STUDY

## FREQUENTLY ASKED QUESTIONS & PROGRAM INFO

# WHAT IS FEDERAL WORK STUDY?

The Federal Work Study (FWS) Program is designed to provide part-time, temporary employment to eligible students. Your employment will be scheduled around your classes.

**FWS ALLOWS STUDENTS TO EARN MONEY TO HELP PAY EDUCATION EXPENSES.**

## TO BE ELIGIBLE FOR FWS, YOU MUST:

- Be a current student enrolled in 6 credit hours
- Meet and maintain Federal Financial Aid eligibility requirements

*\*\*FWS awards are determined by the Financial Aid Office*

## HOW MUCH CAN I EARN?

You'll earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position.

*\*\*Please note: the total amount listed on your FWS award is what you COULD earn, not what you will earn.*

## HOW MANY HOURS CAN I WORK?

You may work up to, but no more than 20 hours per week. Hours vary by department or agency and are determined by their needs. The amount you work cannot exceed your total FWS award. Should you deplete your Federal Work Study award, contact Financial Aid.

# FWS

*Federal Work Study is considered a real job*, and you are expected to work your scheduled hours. Emergencies and extenuating circumstances will be considered on a case by case basis. If possible, contact your supervisor prior to or soon after being late or absent for work. Excessive absences and tardiness will result in termination of employment.

## WHEN AM I PAID?

Payment of work study wages is made twice a month. See your supervisor for the pay schedule.

## WHERE DO I WORK?

All work study students are employed through Blue Ridge CTC. While the majority of positions are located on campus, there are a growing number of off campus community service positions.

*\*\*Accepting FWS on your BRIDGE account does not guarantee employment.* It is up to the hiring supervisor to select students. Review the procedure for securing a FWS position outlined in this brochure.

## WHEN DO I WORK?

Hours are scheduled based on the supervisor's need. Student's class schedules are taken into consideration. When Blue Ridge CTC is closed, students do not

# HOW TO APPLY FOR FWS

## 1 COMPLETE A FAFSA.

Fill out your FAFSA and choose FWS on your application. If FWS is approved, accept your award on BRIDGE. Speak to a financial aid counselor if FWS is not listed in BRIDGE.

## 2 FIND A FWS POSITION.

Positions are listed on the Student Employment bulletin board located in the main building and tech center. Positions are also available at [www.blueridgectc.edu](http://www.blueridgectc.edu). Click "About Blue Ridge", scroll down to "Human Resources" and click "Student Employment".

## 3 SCHEDULE AN INTERVIEW.

Follow directions listed on the job posting to schedule an interview.

## 4 OBTAIN APPLICATION FOR STUDENT EMPLOYMENT.

The application can be found in Human Resources (HR). Complete the front of the form, have your supervisor complete the back, and return the application to Human Resources.

## 5 SCHEDULE AN APPOINTMENT WITH H.R.

You will be contacted by your supervisor when you are approved to work. You and your supervisor will determine your schedule.

## 6 REAPPLY FOR FWS

Complete a FAFSA and application for student employment position each academic year.