

## 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 FWS EMPLOYMENT QUESTIONS TO:

Tami Aabel  
Human Resources  
304.260.4380 x2233  
taabel@blueridgectc.edu

### DIRECT COMMUNITY SERVICE FWS EMPLOYMENT 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



## 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.

**Federal Work Study is a form of Student Employment and is considered a real job.**

Students:

- Are employed through Blue Ridge CTC
- Are expected to work when scheduled
- May be terminated for excessive absences and/or tardiness
- Are not guaranteed employment

For additional information regarding policies and procedures, please refer to the Student Employment Handbook available on Blue Ridge CTC website.

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

## **TO BE ELIGIBLE FOR FWS, YOU MUST:**

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

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

# FAQ

## **WHEN AM I PAID?**

Payment of work study wages is made biweekly.

## **WHERE DO I WORK?**

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.*

## **WHEN DO I WORK?**

While students' class schedules are taken into consideration, hours are scheduled based on the supervisor's need. Also, when Blue Ridge CTC is closed, students do not report to their FWS site (on or off campus) including school holidays, school closures due to inclement weather, and Sundays.

## **HOW MUCH CAN I EARN?**

Pay for FWS positions is contingent upon the student employment position classification and pay scale. All positions pay an hourly wage rate at least the Federal and/or State minimum wage, whichever is greater. Hours vary by department/agency and are determined by their needs.

Finally, the total amount listed on your FWS award is what you COULD earn, not necessarily what you will earn. The amount you work cannot exceed your total FWS award. Once you have exhausted the FWS amount, you may contact the financial aid office to determine if additional funds are available.

# 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/FWSjobs](http://www.blueridgectc.edu/FWSjobs)

## **3 APPLY FOR A FWS POSITION.**

Go to [jobs.blueridgectc.edu](http://jobs.blueridgectc.edu). Click on "Student Opportunities". Click the job title for the position in which you are interested. Click "Apply" create an account and complete the electronic application.

## **4 SCHEDULING INTERVIEWS**

The hiring supervisor will review applications and schedule interviews via email. If selected for the position, the hiring supervisor will contact you by email.

## **5 COMPLETE ORIENTATION & NEW HIRE PAPERWORK**

Students who have accepted a work study job offer are required to attend a student employment orientation. Available times will be included in the new hire email.

## **6 REAPPLY FOR FWS**

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