



Southeast Community College Federal Work Study Application Process Southeast Community College

This guide outlines the process for applying for a Federal Work Study (FWS) position with Southeast Community College.

While a student may be eligible for the FWS Program, SCC does **not** guarantee employment. Interested students should contact the Financial Aid Department for questions about the process and eligibility.

To apply for a Federal Work Study program position, complete the following steps:

1. Visit the Financial Aid office to determine eligibility
2. If eligible, submit application for interested position
3. If hired, complete all necessary paperwork
4. Maintain Satisfactory Academic Progress

STEP ONE: VISIT THE FINANCIAL AID OFFICE

If you are interested in participating in the FWS program, you will need to first visit with the Financial Aid office. A representative will review your file to determine your eligibility. If eligible, you will be given a Federal Work Study Application. This application will include the amount of FWS eligibility you have (the amount of money you can earn during the academic year).

STEP TWO: SUBMIT APPLICATION

Open Work Study positions can be found in the Financial Aid office or online at <https://www.southeast.edu/careerservices/>. Once you have found a position that interest you, complete the FWS application and list the position or positions. You will submit the application to a Financial Aid Representative. Your application will be sent to the Supervisor of the position you are applying for. If interested, the Supervisor will contact you to set up an interview.

STEP THREE: COMPLETE NECESSARY PAPERWORK

If hired, your Supervisor will request a background check. Human Resources will email you instructions on any steps you need to take. Once notified by your Supervisor that the background check is complete, you will be sent to the Financial Aid office to pick up new hire paperwork. You will need to provide the Financial Aid office with your driver's license and signed social security card to go along with the new hire paperwork. This paperwork will then be submitted to payroll for processing. You will not be able to begin working until the background check and new hire paperwork are complete.

STEP FOUR: MAINTAIN SATISFACTORY ACADEMIC PROGRESS

To remain eligible, you must maintain Satisfactory Academic Progress. These requirements can be found online at <https://www.southeast.edu/financial-aid-policies/> under Satisfactory Academic Progress Policy for Financial Aid. If at any time you are placed on Financial Aid Suspension, you will become ineligible for the FWS program.