



Student Handbook

Dear Students and Supervisors,

I would like to welcome you to Southern Crescent Technical College Federal Work-Study Program. Whether you are participating in the program as a student employee or a supervisor, you will be offered an enriching experience. Southern Crescent Technical College fulfills its mission of student success, and the Federal Work-Study Program is just one of the ways.

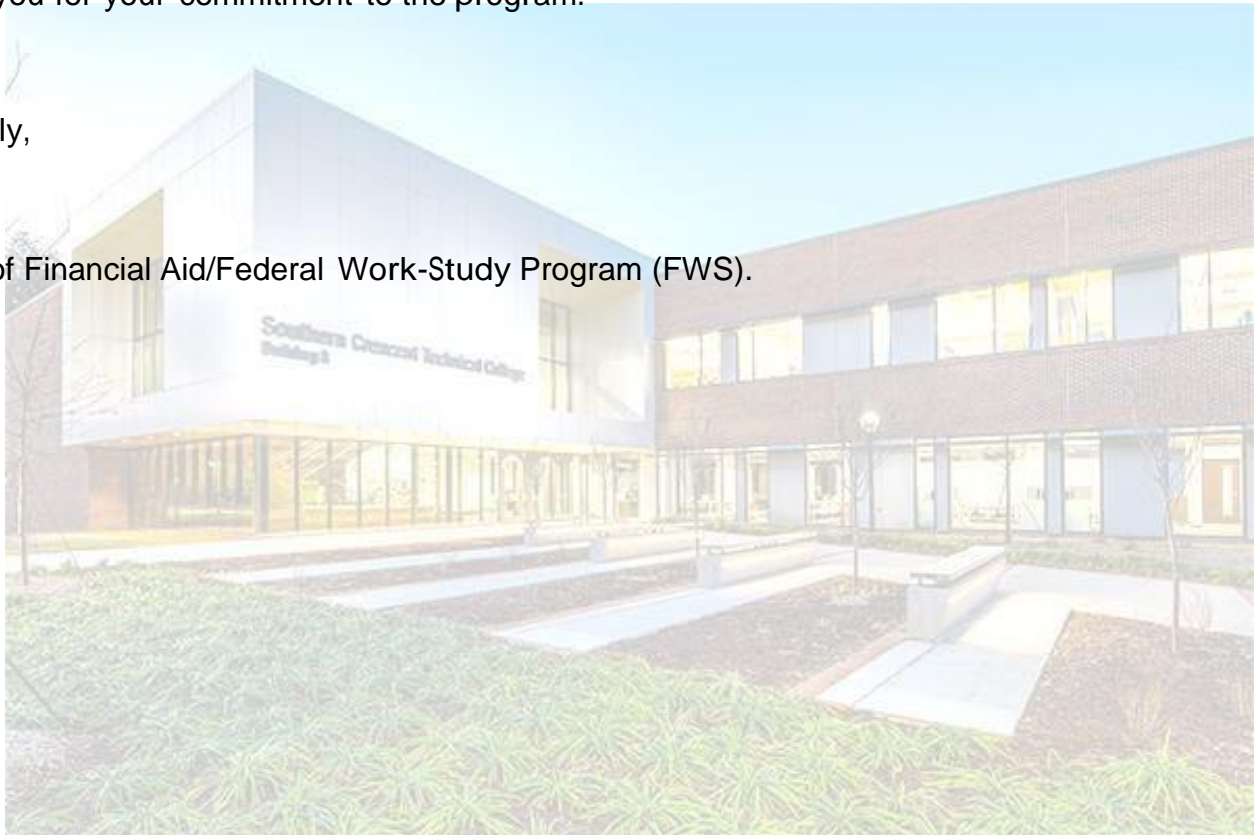
This handbook is a guide and reference for student employees and supervisors.

If you have any questions, please do not hesitate to contact me. I can be reached at workstudy@sctech.edu

Thank you for your commitment to the program.

Sincerely,

Office of Financial Aid/Federal Work-Study Program (FWS).



Introduction

This handbook is provided by the Southern Crescent Technical College in the Office of Financial Aid. The Federal Work Student (FWS) program is a federally funded part-time employment program used to assist students in meeting their financial obligations to the college and to encourage community service involvement. The Federal Work-Study Program is intended to offset the cost of the student's education. The Federal Work-Study program provides students the opportunity to earn part of their educational expenses and to gain valuable work experience for future reference.

Southern Crescent Technical College will provide Federal Work-Study positions that will complement and reinforce each student's educational program or career goals.

This handbook is designed to give detailed information about the program and to explain the policies and procedures that students and supervisors must adhere to while participating in the Federal Work-Study Program. It also ensures that the program follows State and Federal guidelines. It will provide the following.

Who qualifies for FWS?

How to maintain your FWS eligibility?

What forms to use and when to use them?

Student and supervisor responsibilities

Other important guidelines that need to be followed to endure proper management of FWS at Southern Crescent Technical College (SCTC)

Questions concerning the Federal Work-Study program should be directed to:

Office of Financial Aid

501 Varsity Rd.

Building 200

Griffin, Georgia 30223

workstudy@sctech.edu

Information contained in this handbook is subject to change based on federal regulations.

Equal Opportunity Statement

Southern Crescent Technical College is an equal opportunity employer. Here we are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, or disability status.

Faculty and staff with questions about equity or reasonable accommodations should contact Ms. Qiana Sims, Human Resources Coordinator, Griffin Campus, Building 100, Human Resources Email:

qiana.sims@sctech.edu

Federal and Institutional Requirements

There are many Federal & Institutional requirements that must be followed to remain in compliance. Failure to comply with these requirements and deadline dates could result in termination of the program.

Requirements and established deadlines that you must comply with to participate as a Federal Work-Study Supervisor are listed below.

1. A supervisor must comply with SCTC policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a “qualified individual with a disability” in all aspects of employment, including application for employment procedures, hiring, compensation, training, and discharge.
2. Employing departments must read and follow the Supervisor’s guide and all procedures and instructions as stated.
3. Supervisors must make a copy of the student’s class schedule and create a work schedule to ensure students do not work during scheduled class time.
4. A student cannot start work until all submitted forms are complete and approval has been received from the Office of Human Resources and the Federal Work-Study Coordinator. Students must deliver or email the FWS paperwork to our office for review.

Eligibility Criteria

For a student to qualify for the Federal Work-Study Program they must meet the following criteria.

1. Under the Federal Work-Study Program, the position must be free from political involvement.
2. Have a social security number.
3. Be a permanent resident along with a citizen of the United States.
4. Must maintain satisfactory academic progress according to financial aid policy. Students are required to maintain a cumulative GPA of 2.0. Students are required to maintain a 67%.

cumulative completion rate. Students are required to complete their degree/diploma/certificate within 150% of the published length of their program of study. Example: A student enrolled in a 60 credit hours program is eligible until 90 credit hours are attempted ($60 \times 1.5 = 90$).

5. Accepted and enrolled in an eligible program.
6. Must demonstrate financial need as determined by a process Free Application for Federal Student Aid (FAFSA).
7. Federal work-study minimum enrollment: 6 hours
8. Must pass a background check.

Returning Students

Returning students may request to be reassigned to the same department they worked for the previous year. A student worker must reapply for financial aid and FWS every year. The financial aid year runs from July to June. Renewal of their financial aid needs to be completed prior to the summer semester. Please be sure that the FWS student completes all rehire paperwork each fiscal year before they begin to work as a FWS student.

Attendance

Student employees are expected to be punctual. Supervisors are responsible for stressing the importance of punctuality. If the student is unable to work, they need to contact their supervisor ahead of time to let them know. Students **must** call their supervisor as well as follow up with an email and cc. the Federal Work Study Coordinator as soon as possible to indicate their absence or tardiness.

Offers

Federal Work-Study applicant who meets the qualifications for FWS will be offered funds if the fund is available each academic year.

The student's offer letter indicates the amount of assistance that will be offered to the student for a specific period.

The maximum amount may vary each year per student, \$8000 (\$4000 fall, \$4000 spring) is typically the maximum amount. If funds are available for summer typically the maximum offer is \$1500. It is the student's responsibility to inform the supervisor of their offer, it is also the supervisor's responsibility to obtain this information as well.

As a courtesy, the Federal Work-Study Coordinator will send periodic updates when a student is approaching their maximum offer.

Benefits

Student employees are not eligible for paid vacation, sick leave, or holiday pay through the FWS program.

Completing the Paperwork

Your supervisor will begin the hiring process by completing the FWS Employment Approval form. This form notifies Financial Aid, Human Resources, and Payroll that you have been hired. It will give information as to who your supervisor will be and the expected start date, schedule, and proxy in place of your departmental supervisor.

Complaints/Grievances

It is the policy of Southern Crescent Technical College to maintain a standard of personnel management that ensures the fair and equitable treatment of all employees.

The grievance procedure provides guidelines for employees to express concerns regarding employment issues. Every employee eligible to file a grievance as defined in this policy may do so without fear of unlawful discrimination or reprisal. Please visit the following website <https://www.sctech.edu/wp-content/uploads/EMPLOYEE-COMPLAINT-RESOLUTION-4.4.3p.pdf>

Confidentiality

Student employees may have access to confidential records such as grades, tax returns, test scores, personal finances, and other information. Students must treat information seen with all the respect and privacy as an employee. All students must sign a Confidential Statement with the Office of Student Financial Aid and their perspective department before beginning work.

Dress Code

Students should check with the supervisor for the position's proper dress. All students are encouraged to dress in a manner that supports the college policy and campus environment.

Drug and Alcohol Usage

The State prohibits the manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, unauthorized drugs, inhalants, or other controlled substances during an employee's working hours or while on State premises or worksites.

Tobacco Usage

Tobacco use is prohibited on all Southern Crescent Technical College campuses and learning centers, including all buildings, parking lots, automobiles, and outdoor areas.

Employment Length

Supervisors are responsible for the determination of employment length for specific positions. Students cannot begin work before the first day of classes each semester.

Enrollment Requirement

To receive Federal Work Study, you must be enrolled in at least 6 credit hours to work. If you drop out of school, you are no longer eligible to receive FWS funding.

Exam Week

Supervisors, please be flexible during exam week. Students, please provide notice to your supervisor as soon as possible if time-off is needed.

Expiration of Assignment

When the assignment period expires, the student must discontinue his/her employment under the Federal Work-Study program. If the student earns his/her total amount offered before the end of the employment contract, the student will no longer be eligible for payment from Federal Work-Study funds. Once the student has earned the maximum offer, the student must stop working. It is the student's responsibility to notify their supervisor upon discontinuation of employment, and it is the supervisor's responsibility to notify the Financial Aid Coordinator.

Family and Educational Rights and Privacy Act (FERPA)

FERPA is a law enacted that protects the privacy of student education records. FERPA applies to any public or private elementary, secondary, or post-secondary school and any state or local education agency that receives funds under an applicable program of the U.S. Department of Education:

1. Supervisors are responsible for counseling the student regarding FERPA
2. All students will sign a FERPA agreement and may not work until there is an updated form on file.
3. If a student employee is found in violation of FERPA, the supervisor must take appropriate action.
4. Students are eligible for employment under the Federal Work-Study program, they must meet all the general requirements for Title IV Financial Aid Programs.

If a student is offered additional assistance after the initial offer, they are required to inform the Office of Financial Aid and Supervisor immediately. Additional financial assistance could affect the work-study offer the student will need to contact the Federal Work-Study Coordinator immediately.

Monitoring Hours

It is the student's and hiring department's responsibility to monitor the student's weekly earnings to ensure that he/she does not earn more than the eligibility shown on the Federal Work-Study Contract/Offer. The department must also ensure that the student does not exceed the permissible working hours.

Maximum 20 Policy

Students are allowed to work a maximum of 20 hours per week. Supervisors and/or departments are required to accommodate your academic schedule. Students should not be scheduled to work during class time or exams. This includes any canceled class time by the professor.

Satisfactory Academic Progress (SAP)

To be eligible and continue employment under the Federal Work-Study Program, a student must be meeting the following SAP requirement:

1. Students are required to maintain a cumulative GPA of 2.0
2. Students are required to maintain 67% of all attempted classes. The letter grades that indicated unsatisfactory competition are D, F, W, WF, IP, and U
3. Students are required to complete their degree/diploma within 150% of the time normally required.

New Hire Packet

The new-hire documents will be completed online after the applicant has been approved by the hiring supervisor. The Financial Aid Coordinator will email the student once Human Resources have provided the documents.

If this is the first time Southern Crescent Technical College have hired you, you will be required to go to Human Resources to complete tax forms along with a criminal background check. Listed below are the forms you will need to complete.

1. I-9
2. W-4
3. Direct Deposit

4. You will need to provide two pieces of identification
5. Criminal Background Check Form– HR will e-mail you with a link to complete your background information

FWS Pay Rate

FWS pay wage begins at \$10.00/hr. All pay rates will be determined by the Office of Financial Aid and the Business Office. The Job Posting will indicate the pay rate for these specific programs, and the Work-study Coordinator will notify both the student and supervisor of the pay rate.

Payment

Students are paid monthly based on the Payroll Office pay schedule for student employees. To ensure you receive your full monthly pay, please submit all timesheets by the 15th of each month. Timesheets are required every Monday. If the 15th falls on a Monday, all physical timesheets must be submitted by the preceding Friday.

Tax Information

Federal work-study earnings are earned income and are therefore subject to all applicable federal, state, and local taxes.

Rest and Meal Breaks

Students may not work more than 6 consecutive hours without taking an unpaid 30- minute break. Also, students may not work more than 8 consecutive hours without taking an unpaid 1-hour break. Should a timesheet be submitted for more than 6 consecutive hours of work, the break will be deducted from the total number of hours worked.

Time Reporting

Federal Work-Study employees must report time both electronically and on a physical paper timesheet. All electronic timesheets must be entered into the HCM Team Works each Friday by 12:00 PM unless directed otherwise. All paper and electronic copy timesheets must be signed by the student and the supervisor and submitted each Monday before the 15th by 5:00 PM. If the 15th falls on a Monday, all physical timesheets must be submitted by the preceding Friday. Only the supervisor is to email timesheets to workstudy@sctech.edu by the published payroll deadlines. If there is a discrepancy between the electronic timesheet and the paper timesheet. The electronic timesheet will be adjusted to match the supervisor's approved time worked.

- Time must be reported in 15-minute increments (15,30,45 minutes). Federal Work-Study employees should round up or down to the closest 15 minutes.
- Please be reminded that all students are required to take a 15-minute break between the end of their class and the start of their work schedule. This break is essential to ensure students have time to transition and prepare for their shift.
- Example: If your class ends at 10:00a.m., you will report 10:15 on your timesheet as your Start Time.
- If you work more than 6 hours, you are required to take a 30-minute break.
- If you work 8 hours or more, you are required to take a 1-hour break.

Scheduling

Supervisors should discuss and set the student's work schedule during the interview process to ensure that the work schedule is conducive for all parties. The student's work schedule may vary based on the student's class schedule and the needs of the employer. Scheduling work during scheduled class time is prohibited by federal law.

If an FWS student leaves work to go to a class, the FWS student must stop working 15 minutes before the scheduled class starts and can resume working 15 minutes after the scheduled class ends. The timesheet should always reflect a 15-minute interval between scheduled time on the job and scheduled class time.

A copy of the student work schedule must be submitted to the Federal Work-Study Coordinator in the Office of Financial Aid and the assigned supervisor.

Summer Employment

Summer Federal Work-Study is offered from funding remaining in the spring semester until the last day of the semester. Students may continue to work if the following qualifications are met:

1. The student exhibits remaining unmet need
2. There are work-study funds available
3. The student is enrolled for at least 6 hours

Students' Rights

Students employed under the Federal Work-Study program have the right to:

- a. Information regarding the offer amount, rate of pay, the average number of hours per, week, and general Federal Work-Study policies.
- b. A job description explaining the duties and responsibilities of the position.

- c. A clearly defined work schedule with no hours scheduled during class time.
- d. Adequate training to perform the assigned tasks.
- e. A safe and sanitary work environment.
- f. Regular supervision and a review of work performed.
- g. A clear explanation of the procedures for recorded hours worked on the timesheet.
- h. A schedule of the dates and timesheets are due and pay dates.
- i. Instructions regarding procedures relative to when a student employee cannot report to work.
- j. Procedure for stating concerns relating to the assigned duties.
- k. To receive one written warning notice with an explanation of the problem if your work or attendance is not acceptable to your supervisor.

Students' Responsibilities

1. Attend Student Orientations at designated scheduled intervals
2. To become familiar with the information provided regarding the terms of the Federal Work-Study offer and general employment policies and procedures.
3. Check student email regularly so that you will not miss any important messages concerning FWS. Email is the primary way that we will communicate with FWS students.
4. To accurately record hours worked and ensure that electronic times are submitted on or before the designated due date.
5. The student employee is expected to arrange the work schedule so that it does not conflict with classes. If a student is participating in extra-curricular activities, the practice hours cannot be counted as Work-Study hours and are not to be recorded on the student's timesheet.
6. Student employees are expected to be courteous to all members of the college and to all visitors. Students should assume a reasonable degree of interest in the job and perform tasks in accordance with the supervisor's expectations. To avoid mistakes, questions, and/or problems, you should seek clarification from the supervisor.
7. If a problem arises between a supervisor and student worker that cannot be resolved, the student should contact the Federal Work-Study Coordinator.
8. The principle of "an hour's pay for an hour's work" applies to student employees.
9. Time for coffee breaks, vacation, holidays, sick days, and meals are not to be included on the student's timesheet. Students may not "fill in" at work for another student.
10. To become familiar with the information provided regarding the Federal Work-Study program.
11. To understand the specific job responsibilities as well as the supervisor's expectations and standards.
12. To arrange a mutually agreeable work schedule with the supervisor and work the hours assigned.
13. To notify the supervisor immediately if a scheduled work period must be missed.
14. To perform assigned tasks in an efficient, satisfactory, and timely manner.

15. To perform duties consistently and in a professional manner.
16. To sign in and out daily.
17. To submit bi-weekly time electronically for approval to the Office of Student Financial Aid by the assigned deadlines.
18. To report to work on time.
19. Any other duties assigned by the supervisor(s).

Telephone Use

Some of the jobs on campus will require student employees to answer the telephone. It is important that students use proper telephone etiquette in answering all calls that will leave the caller with a good impression of the college. Personal telephone calls should be minimal and cleared through the supervisor.

Transfer

The Office of Student Financial Aid works in cooperation with the student and supervisor to ensure that everyone is satisfied with the assignment. All transfers must be approved by the Federal Work-Study Coordinator in conjunction with the supervisor.

If you encounter a problem on the job with your supervisor or other staff, it is suggested that you set up a meeting with your supervisor to address the issue. If the two of you are unable to resolve the issue and you feel it is in your best interests to resign or even transfer, please submit in writing, or meet with the Federal Work-Study Coordinator to make this request.

Separation Not Interested

If you are no longer interested in the Federal Work-Study program and have been awarded funds, you should contact the Financial Aid Office for the cancellation of your award. It is important that you do so since it allows for the awarding of other interested students.

However, it is asked that you provide the department you are working for at least a two-week notice. If you resign from your position, it does not prevent you from obtaining the same or another position later. Once the supervisor is made aware of your resignation, they are required to submit an email to the Federal Work Study Coordinator.

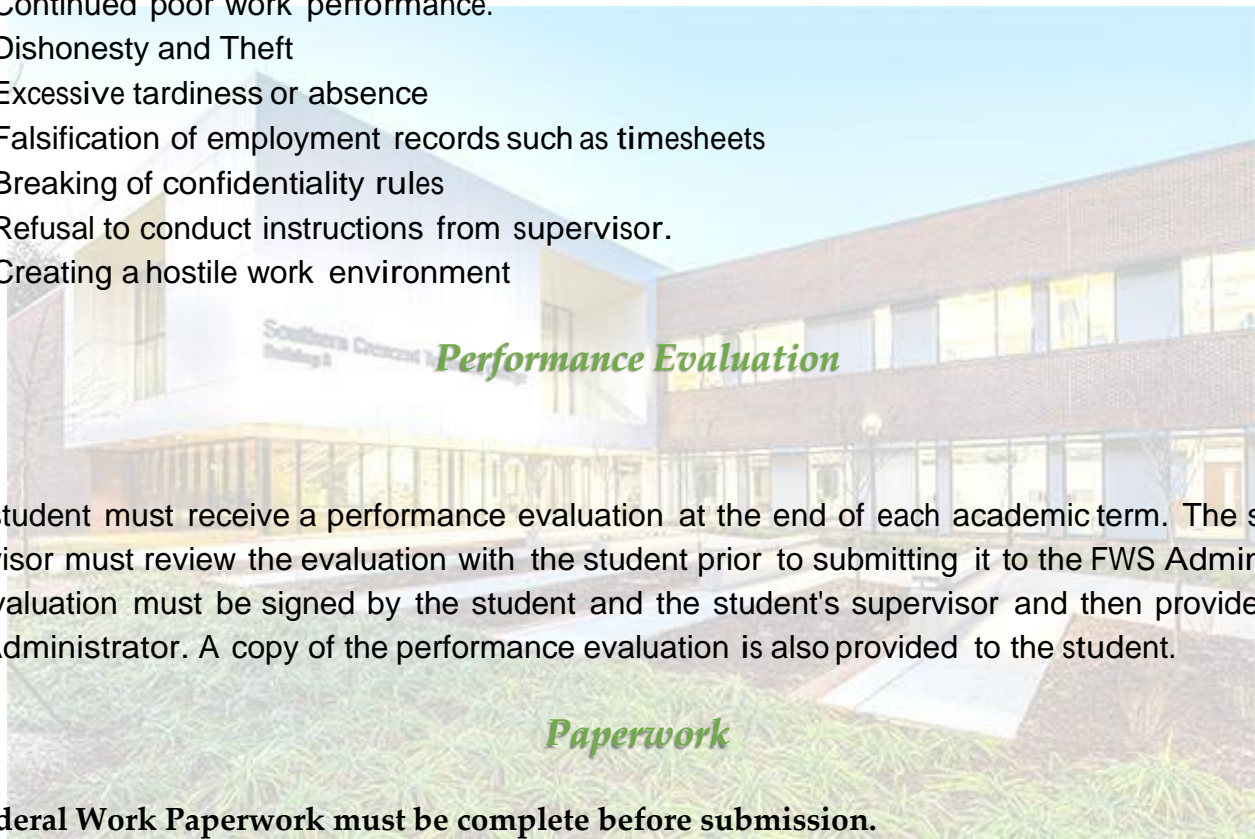
Termination

Student Financial Aid must immediately terminate a student's employment upon the determination that the student no longer meets eligibility requirements.

- ✚ Change in enrollment status.
- ✚ Failure to maintain SAP (satisfactory academic progress)
- ✚ Receipt of additional resources, which were not known at the time of offer (i.e., scholarships, grants, etc.)

Georgia is an “At Will” state which means employees and may be terminated at any time. If for some reason it becomes necessary to terminate the employment of a work-study student for “cause” listed are reasons.

- ✚ Continued poor work performance.
- ✚ Dishonesty and Theft
- ✚ Excessive tardiness or absence
- ✚ Falsification of employment records such as timesheets
- ✚ Breaking of confidentiality rules
- ✚ Refusal to conduct instructions from supervisor.
- ✚ Creating a hostile work environment



Each student must receive a performance evaluation at the end of each academic term. The student's supervisor must review the evaluation with the student prior to submitting it to the FWS Administrator. The evaluation must be signed by the student and the student's supervisor and then provided to the FWS Administrator. A copy of the performance evaluation is also provided to the student.

All Federal Work Paperwork must be complete before submission.

1. Complete the Employment Approval Form (Which must be signed by the student and supervisor).
2. Acknowledgement and Compliance form for Federal Work-Study students
3. Bring completed paperwork and original identification to the Financial Aid Office located in Building (200 – Student Affairs)
4. Onboarding documents will be provided to you by Human Resources during your scheduled appointment to take your photo ID and present your Social Security card.

Note:

- ✚ Students are not permitted to work until they have been approved and received official notification from the Office of Human Resources and the Federal Work-Study Coordinator.
- ✚ The Federal Work-Study supervisor will receive an official email notification when the student is complete and can begin working. The process can assume to 15 days.



Federal Work-Study Student & Supervisor

Rights and Responsibilities Agreement Form

STUDENTS

Each Work-Study student is entitled to several rights surrounding the job. With those rights come responsibilities, to the supervisor and to the work-study program.

Rights:

- To receive adequate supervision and reasonable task assignments from the supervisor
- To expect your supervisor to turn in your timesheets on time for the payroll process to ensure timely paychecks
- To receive appropriate ongoing supervisor and job performance evaluation
- To receive one written warning notice with an explanation of the problem if your work or attendance is not acceptable to your supervisor

Responsibilities:

- As soon as possible, discuss your semester schedule with your supervisor and **create a work schedule based on it.**
- Be prepared to work the number of hours a week agreed upon to earn your work-study offer
- If illness or other unavoidable circumstances make it impossible for you to work, let your supervisor know in a timely manner

SUPERVISORS

Each FWS supervisor is entitled to rights. With those rights come responsibilities to both the student employee and the work-study program.

Rights:

- To expect students to **arrive on time**, work scheduled hours and perform duties as assigned in a satisfactory manner
- To reopen the position if the current student does not fulfill the requirements of the job

Responsibilities:

- To provide a full written job description for each position requested
- To provide adequate training and supervision of student employees
- To check timesheets for accuracy, sign them and turn them in by the designated date
- To complete a job performance evaluation once each year as needed

By signing this form, I acknowledge I have read the rights and responsibilities that are specified in the document above and I agree to abide by them:

Student Employee Print Name: _____ Date: _____

Student Employee Signature: _____ Date: _____

FWS Supervisor Print Name: _____ Date: _____

FWS Supervisor Signature: _____ Date: _____

STUDENT CONFIDENTIALITY AGREEMENT

FEDERAL WORK STUDY PROGRAM



I, (print name) _____ understand that I am to consider any and all information regarding employee and student information as privileged and confidential.

As a student working part time on the Federal Work Study program, I am a representative of Southern Crescent Technical College. When representing the College, whether in a conversation with a student, parent, community member or others, I must be mindful of overstepping my authority regarding certain matters, particularly those concerning confidentiality and the release of such information.

The release of student information is governed by the Family Educational Rights and Privacy Act of 1974, as amended, and applies to all employees of the College. Directory information includes a student's name, program of study, dates of attendance, certificate/diploma/degree awarded, honors received, and participating in recognized student activities. No other information regarding a student may be released by a representative of the College.

Students may request to have their personal information not revealed or published on the College Directory.

All guidelines that apply to student records apply to confidentiality of electronic data. Exceptional care must be taken to safeguard student information contained in the BANNER system or any other electronic systems which houses student and/or employee information. You must never leave your computer while it is active in BANNER, and never allow a student's information regarding the manipulation of information in BANNER.

My signature affixed below indicates that I have read and understand the information contained in this.

Confidentiality Agreement. A copy of this Agreement will be maintained in my personnel file.

I will keep such information, to which I have access or knowledge of, confidential and I further understand that I am subject to immediate separation from the College if it is determined that I revealed.

any information of a confidential nature to others.

Print Name _____

Date _____

Signature _____



FEDERAL WORK- STUDY (FWS) TIMESHEETS

(TIMESHEETS MUST BE SUBMITTED BY 5 P.M. ACCORDING TO THE TIMESHEET SCHEDULE PROVIDED BY THE FINANCIAL AID OFFICE)

SUPERVISOR MUST TURN IN TIMESHEETS TO FINANCIAL AID OFFICE VIA EMAIL WORKSTUDY@SCTECH.EDU

STUDENT NAME: _____

STUDENT ID: 900 _____

DEPARTMENT: _____

SUPERVISOR NAME: _____

PAY PERIOD BEGINNING: ___/___/___

PAY PERIOD ENDING: ___/___/___

Day	Date	In Time	Lunch	In	Out Time	Total Hours Worked	SUPERVISOR'S INITIALS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
					Week Total		

SUPERVISORS SHOULD KEEP A PHOTOCOPY OF THIS TIME SHEET FOR THEIR RECORDS

A Federal Work-Study employee may not work more than 20 hours per week.

****You must show 30-minute break when working 6 or more consecutive hours, if you work more than 8 consecutive hours you must take a 1-hour break****

"I hereby certify that the hours worked are true and correct, and the work performed was in accordance with the FWS Student Packet. I also certify that I did not work during scheduled class time".

Student's Signature: _____ Date: _____

"I hereby certify that the hours worked are true and correct, and the work performed was in accordance with the FWS Student Packet."

Supervisor/Proxy Name: _____
(Please Print)

Supervisor/Proxy Signature: _____ Date: _____

OFFICE OF FINANCIAL AID USE ONLY

TOTAL HRS: _____ APPROVAL: _____ DATE: _____



Federal Work Study Timesheet Submittal Deadlines

Fall 2025

Please ensure that your paper timesheets are submitted by the issued deadlines to avoid payroll delays. The paper timesheet should match the electronic timesheets in HCM Team Works. If there is a discrepancy with the time inputted on the electronic timesheet and the paper timesheet certified by your supervisor, time will be altered to the time certified by your supervisor.

Supervisors: *It is your responsibility to make sure that time certified are actual times worked and approved.*

Pay Period End Date	Timesheet Submitted to FA by 5PM
11/15/2025	11/10/2025
12/15/2025	12/10/2025





Federal Work Study Timesheet Submittal Deadlines

Spring 2026

Please ensure that your paper timesheets are submitted by the issued deadlines to avoid payroll delays. The paper timesheet should match the electronic timesheets in HCM Team Works. If there is a discrepancy with the time inputted on the electronic timesheet and the paper timesheet certified by your supervisor, time will be altered to the time certified by your supervisor.

Supervisors: *It is your responsibility to make sure that time certified are actual times worked and approved.*

Pay Period End Date	Timesheet Submitted to FA by 5PM
2/15/2026	2/13/2026
3/15/2026	3/13/2026
4/15/2026	4/13/2026
5/15/2026	5/11/2026

Statement of Understanding Contract (FWS)

This Federal Work-Study Statement of Understanding is to insure that FWS students and Supervisors understand and accept their joint responsibility for monitoring the student's earnings throughout the semester to ensure that the student does not exceed his/her offer. The student/supervisor must initial and sign this agreement and submit it to the FWS Coordinator along with the completed Interview Form and Contract for the current semester.

Student Certification:

I understand that:

___(1) the College has limited FWS funding, and I must not exceed the federal funds that have been offered to me.

___(2) it is imperative that the student is not working during scheduled class time (**campus-based and/or online**) and maintain accurate records

___(3) it is the joint responsibility of the student and the Supervisor to make sure that I do not exceed my semester offer. Automatic termination is initiated for exceeding the semester offer.

Student's Printed Name

Date

Student's Signature

Supervisor's Certification:

I understand that:

___(1) the College has limited FWS funding, and I must monitor the hours worked and funds earned by this student

___(2) it is imperative that the student is not working during scheduled class time (**campus-based and/or online**), and it is extremely important that accurate records are maintained to prevent overspending of federal funds

___(3) it is the joint responsibility of the student and the Supervisor to make sure that the student does not exceed his/her semester offer

___(4) my department must be financially responsible for any funds earned by this student more than his/her semester offer.

Supervisor's Printed Name

Date

Supervisor's Signature

Federal Work-Study Program

I have read the Handbook for Federal Work-Study Students & Supervisors and understand that I must adhere to the guidelines therein.

I acknowledge that failure to adhere to the Federal Work Study guidelines may result in disciplinary actions, up to termination.

Supervisor's Name (Please Print)

Date

Supervisor Signature

Student's Name (Please Print)

Date

Student's Signature

Students and Supervisors, please submit the last two signature pages to the Office of Financial Aid to the Federal Work-Study Coordinator.

Federal Work Study Orientation Acknowledgment Form

I _____, acknowledge that I have received and reviewed the Federal Work Study Orientation PowerPoint Presentation.

I understand that if I have any questions regarding the information presented, I should contact the Federal Work Study Coordinator and/or Human Resources for clarification.

Student Signature

Date



FEDERAL WORK STUDY STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Academic Year: 2025-2026

I _____, acknowledge that I have received and reviewed the Federal Work Study Supervisor Handbook provided by Southern Crescent Technical College (SCTC).

I understand that it is my responsibility to familiarize myself with the policies, procedures, and expectations outlined in the handbook. If I have any questions or need clarification regarding the contents, I will contact the **Federal Work Study Coordinator** and/or **Human Resources**.

By signing below, I confirm that I have read this acknowledgment and agree to adhere to the guidelines outlined in the Supervisor Handbook.

Student Signature

Date

2025-2026 Federal Work Study Student Policies and Procedures

Student Policies and Procedures Agreement

It is essential that **Federal Work Study (FWS)** students always conduct themselves professionally. While FWS students are considered employees of **Southern Crescent Technical College (SCTC)**, they are also subject to the **Student Code of Conduct**, **FWS Orientation**, and **all institutional rules and policies** that apply to SCTC students.

As a FWS employee and as a supervisor of a FWS student, the following policies must be always adhered to. Both the **student and supervisor** must **initial each line item** to acknowledge understanding of these responsibilities and restrictions.

General Policies & Restrictions

Employee's Supervisor's

Initial

Initial

- _____ FWS students must **always have general supervision.**
- _____ FWS students are **not allowed to post student grades** in any system.
- _____ FWS students are **not allowed to process or post student payments.**
- _____ FWS students are **not allowed to interpret Financial Aid eligibility.**
- _____ FWS students are **not allowed to post or manage Financial Aid documents.**
- _____ FWS students are **not allowed to possess keys** to the college buildings or classrooms.
- _____ FWS students may **not instruct classes, advise students, or perform staff/faculty roles.**
- _____ FWS students may **not ride in personal vehicles of SCTC employees.**
- _____ FWS students must maintain **Satisfactory Academic Progress (SAP). 2.0 GPA or higher/67% or higher Pace of Completion**
- _____ FWS students must have a **current FAFSA (2025-2026)**, and a **completed Financial Aid File**

_____ Students may **not exceed 20 hours per week** of work.

_____ **Falsifying time on a timesheet is grounds for immediate termination.**

_____ **Timesheets are due every Monday by 6:00 PM (close of business)**

_____ **Breaks are required** when working more than 6 hours (30 min) or 8 hours (1hour); breaks are **unpaid** and determined by the supervisor.

_____ Students and supervisors must monitor **hours worked to ensure compliance.**

_____ Students must **notify their supervisor if they cannot work their scheduled hours** (via email, call, or text as directed)

_____ FWS students are expected to demonstrate **professionalism and excellent work ethics.**

_____ Any workplace concerns must be reported to **the FWS Coordinator** immediately.

_____ Students must attend one (1) Improvement Workshop every term. (if available)

_____ Students must submit a **copy of their current class schedule to their supervisor and FWS Coordinator every semester.**

_____ Students must follow the **assigned work schedule given by the supervisor.**

***I understand that I am to consider all information regarding employees and students as privileged communication and documentation confidential. I will keep all such information to which I have access or knowledge of confidential and I understand that I am subject to immediate dismissal if I reveal any information of confidential nature to another individual. ***

Supervisors, please remember that signing FWS timesheets state that you have verified and agree with the information contained on the timesheet.

Student's Name

Student's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

FEDERAL WORK-STUDY (FWS) CONTACTS

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