

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Federal Work-Study Program	<i>Number:</i> T 110	<i>Page(s):</i> 2
	<i>Date:</i> November 2009	

PURPOSE

Vermont Technical College has established guidelines for administration of the Federal Work-Study (FWS) Program through the Financial Aid Office. The administration of the program will comply with federal regulations as written; however, the program has been designed to promote personal development, provide educational experiences for students and develop their sense of social responsibility and commitment to the community.

STATEMENT OF POLICY

The Financial Aid Office will select as many participants for the Work-Study Program as the funding allows, on the basis of financial need. Financial need is defined as the difference between the total cost of a student's education and the amount of money the student and his/her parents are expected to contribute to those costs. Vermont Technical College uses the Federal Needs Analysis Methodology to determine a student's Expected Family Contribution (EFC).

Students who are eligible to participate in the Work-Study Program at Vermont Technical College will have job opportunities both on campus and off campus. In order to broaden the purpose of the FWS Program, Vermont Tech will use at least 7% of its annual FWS funds to pay students employed in community service.

It will be the responsibility of the Financial Aid Office to keep students apprised of financial aid awards, changes in government regulations, and promote a Job Fair during fall orientation. The Financial Aid Office will also cooperate with the employing offices and/or off-campus agencies in matching the capabilities of the individual student to the requirements of the job. In the case of off-campus employment, the Financial Aid Office will coordinate job development and contractual agreements.

Each student will receive a check bi-weekly for the number of hours worked (both on campus and off campus) – not to exceed 40 hours a week. Students on campus will be paid at an hourly rate according to a tiered system. A chart outlining pay rates and job titles is available annually in the Financial Aid Office. Pay rates will be established by the College and reviewed periodically with adjustments being made to complement the Program. Students and Department Supervisors will be notified of rate changes at the beginning of each academic year. All work-study students (both on campus and off campus) will be required to enter hours in the web time entry system processed through the VT Tech payroll system. This time entry will be approved by the supervisor and submitted electronically to the Payroll Office.

Students eligible for summer work-study may also participate in the Work-Study Program. Before a student may be considered for summer work-study, s/he must file the Free Application for Federal Student Aid with the Central Processing System for the next award year. Additionally, students who wish summer employment must submit a VT Tech summer employment form with the Financial Aid Office. No student will be considered for summer employment unless these forms are on file.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) March 1988
 - b) March 24, 1994
 - c) August 2005
 - d) November 2009

Signed By:  Patricia Moulton President
--