College Work-Study Program

The college work-study (CWS) program offers opportunities for students to attend college and earn an income doing part-time campus employment. It provides working experience in their areas of academic interest, while working on campus.

Eligibility Requirements

Students must:

- Be enrolled at least half-time (6 hrs) during the regular academic year;
- Have financial need determined by completion of the financial aid process (FAFSA, additional paperwork, etc)
- Be able to work 10-15 hours per week

Work-Study Responsibilities

Students are expected to prepare a work schedule with their supervisor. You must arrive on time and work the hours you have scheduled. Discuss any changes to your schedule with your supervisor before you take action yourself. If you are sick or have an emergency, call your supervisor as soon as possible. If you cannot reach them, you may call the Financial Aid Office and the message will be relayed to the supervisor. If you are late or absent without notice, you may be given a warning by your supervisor and lose CWS benefits, if the problem continues. Do not work while you are scheduled for class.

CWS students are college employees and should reflect professionalism, courteousness, friendliness in all aspects of the job. You will be expected to refrain from excessive socializing (telephones or in person) with other students and employees during work hours.

Your particular job may expose you to confidential matters, such as employee or student records, grades, etc that you must not share with others. Breaches of confidentiality or other dishonest acts are causes for termination.

If you have a problem in your job, you should first discuss the situation with your supervisor. If that fails to resolve the problem, please contact the Financial Aid Work-Study Coordinator.

Use your initiative and seek tasks from your supervisor. If you arrive for work and receive little direction, use your own initiative to be of assistance.
Financial Aid Office Responsibilities

Financial Aid Office employees provide information and counsel to CWS students and supervisors. We will offer guidance if you experience difficulties. We also clarify policies and procedures related to CWS employment.

CWS Termination

Violations of confidentiality, dishonesty, falsified timesheets, poor work performance, habitual tardiness or absence, or other infractions outlined in the CBC Policy Manual may be reasons for terminating a student’s employment. Supervisors should warn CWS students in writing before dismissal. Supervisors should also provide notice of the termination in writing to the student and Financial Aid Office.

Work-Study Timesheets and Payments

It is the student’s responsibility to complete your timesheet each period. Hours worked should be in quarter hours (i.e. 9, 9:15, 9:30, 9:45, etc). Timesheets must have student and supervisor signatures and be returned to the financial aid office the last day of each month. Late timesheets will not be processed until the following pay period. **No exceptions.** Paychecks will be available in the Business Office on the 10th of each month unless the 10th falls on a weekend. If this is the case, checks will be available the Friday before the 10th. Make sure to take a form of identification when picking up your check. If you do not pick your check up by 3:00 p.m., it will be mailed to the address on file.

I,_________________________, have received, read, and understand the Coastal Bend College Work-Study Program Handbook.

_________________________________________    ____________
Signature                        Date

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.