



## COLLEGE WORK STUDY AND STUDENT EMPLOYMENT

### How do I apply for College Work-Study?

You must submit a FAFSA (Free Application for Federal Student Aid) and your eligibility for aid must be determined. You can indicate on your FAFSA that you are interested in the work-study program. If you didn't mark this on your application, you can still request work-study funds at the SLCC Financial Aid Office.

### Where do I find out about work-study jobs?

The first step in finding a student job is to check the job listings. Work-study openings are posted on the SLCC website ([www.slcc.edu/workstudy](http://www.slcc.edu/workstudy)).

### What do I do after I've been awarded work-study?

Once you have been awarded work-study, you may review the job listings. **Only students who receive a work-study award as part of their financial aid package may apply for work-study jobs.** Come to the Financial Aid Office on the Redwood Campus (268 Student Center) to pick up a job referral for any of the jobs that you are interested in. You will need to call the supervisor listed on your referral form and arrange an interview. Take the referral form with you to the interview. After you're hired, your supervisor must fill in the job referral form with hiring date and his/her name and signature. You will need to return this form to the Financial Aid Office. At that time you will receive a packet that must be completed so that you can be paid!

### What will my work schedule be?

Once you are hired, you and your supervisor can plan your work schedule based on your class schedule and the number of hours you are able to work to earn your total work-study award.

### How much work-study can I receive?

The usual maximum amount awarded in work-study for one semester is \$2000 or \$4000 per academic year. The minimum amount awarded is \$500 per semester.

### What are the advantages of working on campus?

There is a wide range of student jobs on campus open only to SLCC students. Often, you can find a job that combines good pay and valuable work experience because the job duties relate to your academic program of study. Many supervisors are flexible in setting up a work schedule and you may be able to work between your classes. Studies show that students who work tend to make better grades, learn to manage their time more efficiently, are more persistent in their goal to graduate, and may have to borrow less in loans to help pay for college expenses. Money earned from a work-study position must be reported on your taxes, but will not be considered if you apply for financial aid for the next school year.

### How much will I be paid?

SLCC uses the institutional hourly classification and pay plan to determine pay rates for student employees. Pay rates range from minimum wage to \$10.00 per hour. Your pay rate will correspond to your job classification. Jobs are classified by the skills needed and the level of responsibility required. Pay raises may be given depending on your job performance. **Work-study students may not earn more than their award**

**amount and should plan accordingly.** When you reach your award limit you will need to terminate your work-

study position.

**When do I get paid and where do I pick up my check?**

You will receive a paycheck twice a month. The amount of your check will depend on your pay rate and the number of hours you worked during the previous pay period. Your check will be mailed to you or you may request direct deposit.

**Are there a certain number of credit hours I need to take to qualify for work-study?**

College work-study is considered campus-based aid. Students who receive any campus-based aid must be taking a minimum of 6 credit hours. If you drop below 6 credits or drop or withdraw from all of your classes, your college work-study job will be terminated.

**What if I don't qualify for work-study? Are there other jobs available?**

Part-time jobs posted during the academic year include jobs on campus, as well as jobs in the Salt Lake area. Full-time summer jobs on and off campus are also posted. You can access these job openings on-line at [www.slcc.edu/studentemployment](http://www.slcc.edu/studentemployment). Additional information may be obtained by visiting one of the Salt Lake Community College Student Employment and Cooperative Education offices on the Redwood (AD 195), Jordan, South, or Sandy campuses or by calling 957-4104.

**Where do I get more information?**

For further information come to the Financial Aid Office in the Student Center on the Taylorsville-Redwood Campus, the South Campus or the Jordan Campus or call (801) 957-4410.

**The information on this fact sheet was accurate at the time of publication, but is subject to change without notice.**

*Salt Lake Community College is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age, sex or handicap. Inquiries concerning the application of Title VI, Title X or Section 504 may be referred to Salt Lake Community College (Director, Personnel Services/Equal Opportunity, Room 160, Administration Building, 957-4210) or to the Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.*