

## Work-Study 101

Students interested in Federal Work-Study and Student Employment should first determine if they are eligible to receive work-study. Federal Work-study (FWS) is funded through the federal government and allows you to earn a paycheck working part-time under a WCTC hiring manager.

### Commonly Asked Questions:

#### Do I qualify for work-study?

- Work-Study is a limited need-based program determined by completing the 2425 FAFSA application. You can complete a FAFSA application at this [link](#).
- Become accepted into a financial aid eligible program.
- Do not have an outstanding SAP (Satisfactory Academic Progress) status reflected on your account. Please make sure to view our [SAP Policy](#) before consideration.
- Be enrolled in 6 or more credits hours.
- Students are not permitted to work in FWS positions during scheduled class times.

#### I have accepted the work-study funds. Does this mean I will get the full amount right away?

- No - The amount you see in your financial aid offer means that is what you can earn up to for the aid year through the federal program. You will need to work an on-campus job and work your scheduled hours to earn up to the full amount.

#### Do work-study funds get automatically applied towards my tuition?

- While you may see the award amount in your financial aid offer, work-study funds are not automatically applied towards your tuition. It is the responsibility of the student to make sure they are using the funds to pay towards educational expenses if they have an outstanding balance for the semester.

#### How will I be compensated?

- Work-Study students earn funds on a regular payroll schedule reporting to their hiring manager. This will be a regular bi-monthly electronic transfer to the account on file for direct deposit. This can be viewed at your [myWCTC](#) account each payment period.

#### Can I view my work-study eligibility?

- You can view your work-study eligibility along with your entire financial aid offer at your [myWCTC](#) account. Students who've reviewed their offer and do NOT see federal work study funding can confirm their ineligibility by reaching out to [money@wctc.edu](mailto:money@wctc.edu).

#### What is my hourly wage and hours worked per week?

- Student will earn \$15 an hour and will work up to a maximum of 20 hours per week.

#### Do work-study earnings need to be reported on my taxes?

- Yes – work-study earning does NOT mean you are exempt from filing a federal or state tax return. It is still income and must be reported to the IRS along with your other income for the tax year.

#### Who can I contact to get information on employment opportunities?

- Students should reach out to career connections for potential employment opportunities. Career connections will look at areas of interest that relate to your field of study if possible. You can contact them at [careers@wctc.edu](mailto:careers@wctc.edu).

