

CSCC Federal Work Study Agreement

Students wishing to pursue employment through this program must first acknowledge and agree to the guidelines of the Federal Work Study (FWS) program at Columbus State Community College. Please read and review these guidelines as well as the full FWS Student Handbook, as available on the CSCC FWS website, prior to receiving interview instructions for any open position.

Program Guidelines:

- A student must meet the Standards of Satisfactory Academic Progress established by the CSCC Financial Aid Office at all times. This policy can be reviewed at <http://www.csc.edu/FinancialAid/PDF/SAP.pdf>.
- A student must maintain enrollment in a degree-seeking or certificate program at CSCC for a minimum of six credit hours to continually hold his/her FWS position. If a student falls below the required six credit hours at any time, employment must be terminated.
- A student can work no more than 20 hours per week unless notified otherwise by the FWS Coordinator.
- Each student has a maximum earning limit based on the dollar amount awarded in FWS funds. Once this amount has been earned, his/her position is concluded for the remainder of the academic year.
- A student who does not meet employment expectations or violates the Student Code of Conduct will be subject to disciplinary action including termination when deemed appropriate.
- A criminal background check is required for all positions through the FWS Program.
- Eligibility for the FWS program does not guarantee employment. Positions and funding are limited. Continued employment due to the limited nature of the Federal funding associated with the FWS program is also not guaranteed.

By signing this form, you, as the student, acknowledge the requirements of the FWS program as stated in this form and in the FWS Student Handbook:

Student Signature

SSN/ Cougar ID

Date