

## **Federal Work-Study Program**

This program provides jobs for eligible students who demonstrate financial need and are enrolled at least half-time at Saddleback College. When found eligible for the program, the Student Financial Assistance & Scholarship Office will refer you to an employer on campus. The number of hours that you may work depends upon your need for financial assistance, your class schedule, and your health and academic progress. You may apply specifically for work-study, or a job may be allocated to you as a part of your financial aid award.

As mentioned above, the Federal Work-Study Program is a federal financial aid program and, as such, you must be fully eligible for aid before you can be assigned a job. Once you have been found eligible, and have indicated that you want to work, the Student Financial Assistance & Scholarship Office will try and match your own qualifications and desires with jobs that employers have listed. Sometimes this is difficult, but often the Student Financial Assistance & Scholarship Office has the rewarding experience of matching students with jobs they like and enjoy.

We have identified several special problems with Federal Work-Study Program employment that occur time and time again. It may be helpful to mention them here:

1. You must apply for financial aid and receive an award which includes work-study before you can go to work under the Federal Work-Study Program.
2. You may not begin work without authorization from the Student Financial Assistance & Scholarship Office.
3. Once assigned to a job, you may not earn more than the amount authorized on your award letter.
4. A work-study student has the same obligations of any other employee. You must satisfy the requirements of your employer in order to be retained in a work-study job.
5. You may **not** work during your scheduled classes.