

FEDERAL WORK-STUDY

The purpose of the Federal Work Study Program at Tillamook Bay Community College is to provide meaningful part-time employment for students to utilize their earnings to meet their educational expenses. In addition, the program is intended to provide jobs that will enhance the student's educational or career goals whenever possible.

A need based program available to students indicating on their FAFSA (Free Application for Federal Student Aid) they wish to be considered for work study. Students must be enrolled at least half time and may begin working after a work-study award has been offered and accepted as part of their financial aid award package. Work study students are also required to meet with a TBCC Financial Aid Advisor and submit mandatory forms and documents prior to working any scheduled hours.

The Federal Work Study Program is a federally-funded (Title IV of the Higher Education Act) financial aid program. Funds are allocated to the College yearly and are then awarded to eligible students on the basis of need and on a first come-first served.

TBCC is an Affirmative Action/Equal Employment Opportunity institution. "It is the policy of TBCC that there will be no discrimination or harassment on the grounds of race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam Era or disabled veteran status in its programs, activities, or employment." Questions or complaints should be addressed to the Human Resources Department.

Federal regulations state Federal Work Study students may not be used to replace or perform services that would otherwise be performed by regular employees, thereby depriving regular employment.

HOW DOES A STUDENT KNOW IF THEY ARE ELIGIBLE FOR WORK STUDY?

To confirm your eligibility for Federal Work Study, please contact TBCC's Financial Aid Office at tbccfinancialaid@tillamookbaycc.edu, call (503) 842-8222, extension 1135 or inquire at TBCC Student Services.

HOW DOES AN ELIGIBLE STUDENT ACQUIRE A WORK STUDY POSITION?

If any of the available positions are jobs of interest then please do the following:

- ✓ Develop a resume. Resume development tools are available at TBCC's online Career Center, <http://tillamookcareercenter.org/resumelinks/>
- ✓ Schedule an interview with the supervisor of the position for which you wish to be considered. See the job description(link below) for contact information
- ✓ Come to your interview with your resume
- ✓ Present yourself professionally
- ✓ Be neat and clean in appearance

Once hired, and prior to first day of employment, each work study employee **MUST** meet with a TBCC Financial Aid Advisor for a work study orientation session. The purpose of the Work Study Orientation is to:

- Review [TBCC Personnel Policy – Article 300](#)
- Review Statement of Understanding – Student Employee Responsibilities form
- Review TBCC FERPA policy
- Complete New Employee Information form
- Complete and sign [USCIS form I-9](#)
- Complete and sign [IRS W-4 form](#)

Please bring the following documents with you to your orientation session:

- ✓ Current Resume
- ✓ Valid photo ID and Social Security Card

OR

- ✓ Any document listed on Page 9 of the [USCIS I-9 document](#).

You will be asked to sign and date an orientation checklist when all items are reviewed and all questions addressed.

At the conclusion of the orientation session you will be cleared to begin employment. Each work study employee will arrange their work schedule with their supervisor each quarter as necessary.

For a listing of **AVAILABLE WORK STUDY POSITIONS**, [click here](#):

HOW IS WORK STUDY EARNED?

Unless otherwise noted, all positions are paid at minimum wage

The work study award is paid to the student in the form of a monthly paycheck for hours worked during each payroll period. The student has the opportunity to work until the amount awarded is exhausted.

Example 1:

Work study award for the academic year = \$3,000 and is awarded quarterly
The position is structured with a routine weekly schedule:

	Fall	Winter	Spring
Quarterly award amount	\$1,073	\$1,073	\$1,073
Divided by # of weeks in term	11	11	11
Divided by hourly rate	\$9.75	\$9.75	\$9.75
Equals the estimated # of hours per week the student may work	Approximately 10 hours per week	Approximately 10 hours per week	Approximately 10 hours per week

Example 2:

Work study award for the academic year = \$3,000 and is awarded quarterly:

If the position requires assistance with a specific project and is not structured as a weekly task, the student may work up to 20 hours per week until the quarterly award is exhausted.

	Fall	Winter	Spring
Quarterly award amount	\$1,073	\$1,073	\$1,073
Divided by # of hours per week the student works	20 hours per week	20 hours per week	20 hours per week
Divided by hourly rate	\$9.75	\$9.75	\$9.75
Award will be exhausted	After approximately 5 to 6 weeks of employment each term		

If you have questions regarding TBCC's work study program, please contact the Financial Aid Office at tbccfinancialaid@tillamookbaycc.edu, call (503) 842-8222, extension 1135 or inquire at TBCC Student Services.