



COASTAL PINES TECHNICAL COLLEGE

WORK STUDY PROGRAM

EARN WHILE YOU LEARN

The Federal Work Study Program is a program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses while attending college.

To qualify for the Federal Work Study Program, a student must:

- Be receiving the Federal Pell Grant.
- Possess a high school diploma or GED.
- Be a United States citizen, permanent resident, or other reliable classification of non-citizen.
- Have a valid social security number.
- Be enrolled and taking at least six credit hours at Coastal Pines Technical College
 - o *in a technical certificate of credit, diploma, or associate degree program*
- Meet all requirements of the Federal College Work Study Program.

*****If you don't know or do not have access to the information above, find out if you qualify by following the procedures below*****

The procedures for applying for Federal Work Study are as follows:

- Student registers for classes or courses
- Student applies to the Federal College Work Study job posting
 - o Select the green "[Careers](#)" tab on <https://coastalpines.edu/>
 - o Scroll down to the bottom and select "[College Work Study](#)"
 - o Select "[Apply](#)"
 - o Create a Career Page Account
 - o Read the posting agreement
 - o Fill out the application and submit

- Student fills out the Financial Aid Request form
 - o Select “Current Students” tab on <https://coastalpines.edu/>
 - o Select “[Financial Aid](#)”
 - o Select “[Electronic Student Forms](#)”
 - o Select “[Financial Aid Federal Work Study Application Request](#)”
 - o Fill out Laserfiche form and submit
- The Financial Aid Office calculates the student applicant’s need according to the Federal regulations to determine eligibility for Federal Work Study and forwards eligibility to Career Services.
- After receiving eligibility hours for the student, the Career Services Department sends an email congratulating the student for getting accepted and connects student to Human Resources for a back ground check, hiring packet and payroll information.
- Once cleared by Human Resources the student will obtain a contract from Career Services
 - o Student must approve, sign, and send back to Career Services
 - o Career Services will send to the supervisor
 - o The supervisor will approve, sign and send back to Career Services
 - o Career Services will send to the VP of that division
 - o The VP of the assigned division will approve, sign and send back to Career Services
 - o Career Services will send to the VP of Admin Services
 - o The VP of Administrative Services will approve, sign and send back to Career Services
 - o Career Services will send the document to the President of the College
 - o The president will approve, sign and send back to Career Services
 - o Career Services will file the approved and signed document in system
- Once signed by all parties the student will speak with the selected supervisor about scheduling based upon their approved hours of eligibility from the financial aid office
- Student employees will be assigned an employee ID number to record their time on the College’s web-based time and labor system. At the end of each workday, student employees will need to submit their time on the time and labor system. Their weekly time will then be verified by their direct supervisor.
- The Career Services Office receives hours worked and salary information on student employees monthly

For more information email Abigail Davis, Career Services Coordinator at asdavis@coastalpines.edu or call office 912.262.9567



www.coastalpines.edu

Alma 912.632.0951 | Baxley 912.367.1700 | Camden 912.522.4510
 Hazlehurst 912.379.0041 | Golden Isles 912.262.4999
 Jesup 912.427.5800 | Waycross 912.287.6584

EQUAL OPPORTUNITY INSTITUTION

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