



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Federal Work Study (FWS) Program  
Number: 4.3.1.6**

Responsibility: Student Affairs (Financial Aid)  
Last Updated: November 1, 2023  
Related Policy: 4.3.1 – Student Financial Aid

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President

**Purpose:**

The Federal Work-Study (FWS) Program at the Technical College of the Lowcountry (TCL) provides part-time jobs for TCL students. Jobs may be on or off-campus. The purpose of this procedure is to outline the process for administering the College Work-Study Program.

**Procedure:**

**Eligibility Requirements**

1. Eligibility for the Federal Work-Study Program (FWS) is determined by the information provided on the Free Application for Federal Student Aid (FAFSA).
2. Students must be enrolled in at least six semester credit hours.

**Wage Determination**

Students must be paid at least the current federal minimum wage rate.

**Application Process**

Federal Work Study job postings can be viewed and applications submitted at <https://www.tcl.edu/financial-aid-tuition/financial-aid/federal-work-study/>.

1. Eligible students complete the application and submit it to the Financial Aid Office.
2. The Financial Aid Office enters award information and total hours allocated for the work per week on the application.
3. The completed application is then forwarded to the appropriate position supervisor for review.

**Payment Process**

1. Students will complete a daily timesheet for hours worked. Supervisors review the time sheets daily for the purpose of reporting accurate hours worked.
2. Timesheets are approved by position supervisors in Self Service and submitted to the Payroll Manager for payment

**Disbursement Process**

The Federal Work-Study payroll is processed through the College's payroll process and disbursed by direct deposit.