

# WORK STUDY PROGRAMS

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## Federal College Work Study

Federal College Work Study This is a federal work program for students with financial need. You may be employed on a Valencia College campus, work off-campus with an organization, or serve as a reading tutor in a local public school. As a work study employee, you may work up to 15 hours per week and earn \$15.00 per hour up to the amount of your Federal Work Study award.

## How can I apply for on-campus jobs?

You will be able to apply for Federal Work Study positions on the Valencia Financial Aid website and if hired for a position, your supervisor will complete hiring paperwork with you that will be submitted to Financial Aid and Human Resources. During the hiring process, you will be awarded Federal Work Study funds .All work study employees are required to complete a background check and drug test prior to working.

## How will I receive payment for my Federal Work Study Award?

Federal Work Study is an opportunity to work and build professional experience. You will receive a paycheck from Valencia College's Payroll Department every two weeks based on the time sheet you and your supervisor submit. You will receive a packet of information about the payroll process when your hiring documents are completed.

## Institutional Work Study

Students who are not eligible for Federal Work Study may still be able to work on campus under Institutional Work Study. Various campus departments and laboratories have funding to hire students as part-time employees. You should inquire in the departments about any available openings.