

If your Financial Aid Notification lists **Federal Work-Study** or **State Work Study** as part of your award, please read the following explanation carefully.

- Work-Study is a form of financial aid that allows the student to earn wages in a part time job.
- Qualifying skills are usually minimal and the job experience can be valuable.
- An award of Work-Study is a commitment of funds for your employment under either the Federal Work-Study Program or the State Work-Study Program.
- Most Work-Study jobs are on campus.
- You must work as a Work-Study employee to receive these funds.
- The amount you actually receive depends on how many hours you work.
- Being awarded Work-Study DOES NOT GUARANTEE YOU EMPLOYMENT.

Work-Study will appear on your award letter under a specific quarter heading, with a dollar amount listed next to the wording. This amount is the maximum you can earn under the Work-Study Program for that quarter. Work-Study hours are flexible, but there are a maximum number of hours to be worked per week and specific dates assigned to each quarter of work. You will receive a Work-Study Calendar with your hiring packet that explains the maximum hours and dates for each quarter.

Work-Study funds are limited. Not all students who requested Work-Study are awarded. If you do not plan to earn your Work-Study award, please let the Financial Aid Office know, in writing, as soon as possible. Rejecting your Work-Study award will not affect your other grant award(s) and may allow the Financial Aid Office recommit these funds to another student.

NOTE! If you have not found employment under the Work-Study Program within three weeks of the first day you are allowed to start work, your award may be cancelled by the Financial Aid Office.

If you decide to accept your Work-Study award, you are required to attend one of the Federal Work Study Student Employment Orientations presented by the Olympic College **Career Center**. FWS and SWS Employment information and hiring packets will be available at these orientation sessions. The Career Center will also give you your Employment Authorization Card (FWS - Blue Card/ SWS - Pink Card) for the 2015/16 academic year. New and returning students must present this card to a prospective on campus employer before they can be hired under either the Federal or the State Work-Study Program.

Orientations are scheduled as follows:

- Monday, Wednesday and Friday: 10 -11:00a.m. (HSS 201)
- Tuesday and Thursday: 3 – 4:00 p.m. (HSS 201)

NOTE !! Please R.S.V.P. to careercenter@olympic.edu for the session you plan to attend, or call 360-475-7480.

The Career Center is located in the HSS Building, Room 205; phone number is (360) 475-7480 for more information.

If your Work-Study award starts:

Summer quarter - you are allowed to start working on July 01, 2015

Fall quarter - you are allowed to start working on September 21, 2015