ALL ABOUT COLLEGE WORK-STUDY

If you are interested in student employment, read on...

**Federal College Work-Study** is a type of financial aid that provides earnings for employment on-campus or off-campus for a non-profit community agency (limited availability). **NOTE:** Funds are limited and the number of jobs is limited.

- Wage is $9 per hour. May begin working **August 25, 2014.**
- Number of hours per week for which you can be authorized **depends on your need eligibility.**
- Maximum of 20 hours per week during fall and spring semesters and up to 40 hours per week during breaks and summer (depends on available funds, work needs, and your total award).
- **To maintain eligibility:** must remain in a **minimum of 6.0 units**/semester and maintain **Satisfactory Academic Progress**. Students with excess units must have a **current APPROVED Excess Units Petition** on file with the Financial Aid Office.

**ButteWORKs Work-Study** is available only for students who participate in CalWORKs, is primarily for off-campus employment and is not administered by the Financial Aid Office. The job must be related to your career or academic goals.

- Wage is set by the employer.
- Hours same as above unless the job is off-campus (those hours are not restricted).
- A “plus” for you: Employers have a real incentive to hire you because they are reimbursed for a portion of your wages. Also, any Federal or ButteWORKs Work-Study wages are “exempted” by the county and may not be deducted from CalWORKs cash aid or food stamps.
- **ButteWORKs Work-Study students must maintain their enrollment and meet several other important requirements as well. Be sure to let the staff know if you’re a CalWORKs student.**

**WHAT TO DO**

On or after **Monday August 4, 2014**

1. **Print a copy** of your Financial Aid Award. This is how:
   - Go to MyBC, login with your Butte I.D., access WebAdvisor and select **Financial Aid.** Click on the tab entitled **Financial Aid Letter** and print this screen, which includes your name, budget, EFC and need information.
2. **Bring the printed award letter to the Job Placement & Cooperative Education Office** (Career Center, SAS building, 2nd floor) for Job Placement to verify your eligibility.
3. **Follow up ASAP on work-study employment options available through the Job Placement Office.**
4. **Once hired,** Financial Aid will include Work-Study in your financial aid award and complete a **Job Authorization Card** that you can pick up at Job Placement in order to complete the hiring process.

**QUESTIONS?**

Contact Butte College Job Placement & Cooperative Education Office:
- **Summer office hours:** Monday through Thursday, 7am to 5pm. **Phone:** (530) 895-2334
- **Fall office hours (begin Monday, August 11):** Monday through Thursday, 8am to 5pm and Friday 8am to 12pm

Also view online information through the Financial Aid Office at:
[http://www.butte.edu/services/financialaid/Federal%20Work-Study.html](http://www.butte.edu/services/financialaid/Federal%20Work-Study.html)

Butte College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, national origin, gender, marital status, or disability. Harassment of any employee or student is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to our Title IX Officer and Section 504/ADA Coordinator: Allen Renville, Vice President of Student Services, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965, (530) 895-2239.

This publication is available in alternate media (Braille, e-text, large print, etc.). Request for alternate media can be made by contacting Disabled Students Programs and Services at (530) 895-2455 [voice], 895-2308 [TTY], or email at dsps@butte.edu.