

*A student may be awarded Federal Work Study (FWS) as part of their Financial Aid Package from NHTI, or they may come to the Financial Aid Office to check eligibility.*

*If the student is awarded Federal Work Study, they then...*

- Review the job postings and select a position of interest
- Review the FWS employment contract with a member of the Financial Aid Office
- Schedule an interview with the position supervisor
- Complete the FWS employment contract with the position supervisor
- Return the completed FWS employment contract to the Financial Aid Office, along with all required documents
- Begin working
- Turn in timesheets to the Financial Aid Office every other Thursday by NOON; an exact schedule is listed on the back of the timesheet. Students receive a pay check on a bi-weekly basis when timesheets are turned in on time



*For more informaton contact:*

NHTI, Concord's Community College

### **Financial Aid Office**

31 College Drive

Concord, NH 03301-7412

Phone: (603) 271-7137

[nhtifinaid@ccsnh.edu](mailto:nhtifinaid@ccsnh.edu)

[www.nhti.edu/financialaid/](http://www.nhti.edu/financialaid/)

FEDERAL



*Heidi Schmidt works as an assistant in the Office of Campus Activities and Community Service Programs*

WORK



*NHTI Student reads to Boys and Girls Club attendees as part of the America Reads Program*

STUDY



**NHTI**

Concord's Community College  
31 College Drive  
Concord, NH 03301-7412

[www.nhti.edu](http://www.nhti.edu)

## *Frequently Asked Questions*

### *What is the Federal Work Study Program?*

The Federal Work Study (FWS) Program is a federally funded program that allows students to obtain a job on or off campus for which there is a job posting. It gives the students an opportunity to earn money toward their tuition and living expenses, as well as build their resumes.

### *What makes a student eligible for Federal Work Study?*

Federal Work Study is part of the financial aid package awarded by the Financial Aid Office. It is awarded based upon information from the student's FAFSA. Federal Work Study is a type of aid used to reduce the amount of money students would need to pay out-of-pocket. The current rate of pay is \$8.00 per hour.

### *What types of positions are available?*

NHTI offers many rewarding positions on campus and off campus at non-profit organizations that provide students with an opportunity to participate in community service. Students can visit the Financial Aid Office to view current job postings and find a job to suit their needs and abilities. The Federal Work Study program is administered from the Financial Aid Office; however, each position has its own supervisor to whom the student reports.

### *Examples of on-campus positions:*

Library Assistants  
Learning and Career Center Assistants  
Computer Lab Monitors  
Residence Hall Monitors  
Child and Family Development Center  
Teacher Assistants  
Theatre Assistants  
Office Assistants in many campus offices

### *Examples of off-campus positions:*

Concord Boys and Girls Club  
Christa McAuliffe Planetarium  
Penacook Community Center  
NH Law Library  
Rundlett Middle School After School  
All-Stars Program  
The Friendly Kitchen

### *When can the student work?*

The number of hours that a student may work per semester is determined by the amount of the FWS money awarded. The work schedule is determined according to the student's daily schedule and the FWS site's needs and hours of operation. Students should work a minimum of two (2) hours at a time. It is recommended that a student not work more than eight (8) hours per shift and twenty (20) hours per week. It is the responsibility of the student and supervisor to keep track of the hours worked and the amount of hours/money left for the student to earn. Once a student reaches the maximum amount of Federal Work Study that they have been awarded, the supervisor and the student need to check with the Financial Aid Office to determine whether or not additional money can be allocated. The student will not get paid for the hours worked in excess of the Federal Work Study money awarded without prior approval from the Financial Aid Office.

### *How does the student get paid?*

FWS students are paid bi-weekly. Time sheets are due in the Financial Aid Office by noon every other Thursday. The exact schedule of due dates is listed on the back of the student's time sheet. Students can pick up their checks every other Friday or Monday at the Sweeney Hall receptionist desk or the check is mailed out Tuesday morning by Human Resources. At least one form of ID (Valid Student ID, Driver's License, etc.) is needed if you wish to pick up your check.



*NHTI students, faculty, staff and the community participate in "Student 'Pitch In' for Damon", a benefit wiffle ball fundraiser. The fundraiser aided in the expenses for Damon, a child suffering from Hypoxic Ischemic Encephalopathy (HIE). A condition characterized by damage to the brain and spinal cord due to lack of oxygen.*