



Work-Study FAQ

1. What is the work-study program?
2. How do I get work-study funds?
3. What are the requirements in order to qualify for work-study?
4. Do work-study funds affect my Pell Grant?
5. How many hours per week can I work?
6. How will I get paid?
7. When should the time sheets be submitted and where?
8. Are all job positions located on campus?
9. What is the hourly rate for work-study?
10. Are my earnings from work-study taxable?
11. Am I required to apply for financial aid each year to be considered for work-study?
12. Are there work-study positions available in the summer and what are the requirements?
13. Where can I find the application for work-study?

1. What is the work-study program: The work-study program provides part-time employment to eligible students to help with college and/or living expenses.
2. How do I get work-study funds: Work-study is a federally funded need-based program. You must apply for financial aid by completing the FASFA on the Web and on the "Student Eligibility" section be sure to check "yes" to "Are you interested in being considered for work-study". You must also complete a work-study application, available on the GCC website, Grayson.edu, or the Financial Aid Office, and turn it in the Financial Aid Office at GCC. The second page of the application must be notarized so that a background check can be completed.
3. What are the requirements in order to qualify for work-study: The requirements to qualify for work-study include:
 - a. Have a minimum GPA of 2.0
 - b. Be a U.S. citizen, permanent resident or eligible non-citizen
 - c. Be enrolled for a minimum of 6 credit hours in a financial aid approved academic program leading to a degree or certificate
 - d. You cannot be in default of any federal Title IV loan program or owe a repayment of federal and/or state grant(s)
 - e. You must complete and submit a Free application for Federal Student Aid (FASFA).

- f. Demonstrate financial need (based on your financial aid and Expected Family Contribution as determined by the information you provided on your FASFA)
 - g. Maintain good academic standing and satisfactory academic progress
4. Do work-study funds affect my Pell Grant: No, work-study does not conflict with your Pell award.
 5. How many hours per week can I work: Work-study students can work a maximum of 20 hours per week and a minimum of 5 hours per week.
 6. How will I get paid: Work-study students get paid bi-weekly and can pick their check up at the Business Office every other Friday or have them mailed. Direct deposit is not available at GCC for work-study paychecks.
 7. When should the time sheets be submitted and where: All time sheets must be submitted the Friday before the actual payday. Timesheets need to be turned in to the Financial Aid Office. A work-study payroll calendar is available in the Financial Aid Office.
 8. Are all job positions located on campus: No. There are a few positions located off the main campus but most of the positions are on campus.
 9. What is the hourly rate for work-study: The hourly rate depends on the position. At GCC it ranges from \$7.40-8.00 per hour.
 10. Are my earnings from work-study taxable: Yes, your earnings are taxable. A W-2 will be mailed to you from the business office before January 31st of each year.
 11. Am I required to apply for financial aid each year to be considered for work-study: Yes. You will need to reapply once a year for both financial aid and work-study.
 12. Are there work-study positions available in the summer and what are the requirements: Yes. Students must have a minimum of 2.0 GPA, must be enrolled in at least 6 credit hours for the entire summer, and have financial eligibility.
 13. Where can I find the application for work-study: You can pick up an application at the Financial Aid Office or print one from the Grayson website at Grayson.edu