



Southwestern Christian College **COLLEGE WORKSTUDY PROCEDURES**

Students that have been awarded Federal or State College Work-study must follow these procedures in order to participate in this federal program.

Students must:

1. Present **two** forms of identification.
 - A. Copy of the social security card or a copy of the birth certificate.
 - B. Valid Picture I.D. (**Example for picture I.D.** - Valid Driver's License, State I.D., Passport, or Military I.D.)

**** (Contact the financial aid office for other acceptable documents)**
2. Present **valid class schedule** to the financial aid office, after registering for classes (each semester).

****Students will not be allowed to work without the appropriate documents.**

Once all documents have been turned in, the student will be issue a **contract** to find employment. A list of available departments for work can be found in the financial aid office. The student is responsible for finding a department to work for, completing the contract and having the supervisor to sign the contract. The contract **must** then be returned to the financial aid office **before** the student begins working. Start date to work is validated by the day the contract is returned to the financial aid office. (Students will not be paid for days worked before the contract is returned or during scheduled class times.)

*****NOTE:** Students that do not turn in a contract **will not** be paid.

If the student has followed all the procedures above and do not receive a check, please check with the supervisor first to see if a time sheet was turned in. Pay is minimum wage (\$7.25) and pay day is the 10th of each month, unless it falls on a weekend day and then the students will be notified of the pay day.