



Office of Financial Aid
Dutchess Community College
Orcutt Student Services Center/ Room 104
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COLLEGE WORK-STUDY PROGRAM INFORMATION SHEET

This program provides employment for students with demonstrated financial need. Maximum earnings are indicated by the dollar amount of the award. Employment is available throughout the year. Students accepted for full-time enrollment in September may begin working the preceding summer, if granted a summer award. Jobs are available on and off campus.

Pay Rate: The pay rate for college work-study starts at \$7.15 per hour, but may be increased on a semester or yearly basis at the discretion of the supervisor.

Assignments: To accept their award, the student should contact Dr. Wendy Walker in the Office of Counseling and Career Service to receive a job assignment. Whenever possible, assignments are related to educational experience. If you cannot accept the CWSP employment, please send a written statement to the Office of Financial Aid explaining your reasons.

Interview Requirement: Students offered assignments must arrange for an interview with their job supervisor. The supervisor will indicate acceptance of a student for employment by signing the assignment notice from the Office of Counseling and Career Services. Final commitment is contingent upon the supervisor's approval. If the supervisor has approved your assignment, return the approved assignment notice directly to the Placement Office. A series of employment forms must also be completed before you begin working.

Time Records: Your hours will be maintained through a computerized time-keeping system. You will be required to have an updated SUNY ID card and will need to "swipe" your card when you start, leave or take lunch breaks at your position. Card swipe machines are located at various spots around campus.

Pay Periods: CWSP students are paid once every two weeks. A pay period begins on Friday and ends a week from the following Thursday. Most students are employed Monday to Friday.

Scheduled Working Hours: CWSP students arrange work schedules with their supervisors. As class schedules permit, students work between or after classes during the normal office hours. Students are not to work during scheduled classes.

Withdrawal: Students who plan to withdraw must inform their supervisors and the Office of Financial Aid.

IMPORTANT: Your work-study allocation is divided equally between the Fall and Spring semesters. Students may not earn more than the maximum dollar amount of their total yearly award.