

## Student Employment

### **STUDENT EMPLOYMENT**

Student employment opportunities are available to enrolled, eligible students. Most jobs are available in various administrative, academic, and operational departments across campus. However, opportunities also exist to work off-campus including tutoring, literacy, and assistance programs. Any off-campus employment must be approved by the Financial Aid Office of North Central Missouri College. Many positions are eligible to be paid through the Federal Work Study program, but not all positions require the student to have Federal Work Study eligibility.

Like many employment opportunities, interested students should submit a student employment application with a copy of their resume to the office listed on the application. A list of student employment opportunities can be found at <http://www.ncmissouri.edu/jobs/student-employment-opportunities/>.

### **FEDERAL WORK STUDY**

The Federal Work Study Program (FWS) at NCMC is funded by the federal government. It is awarded to students who demonstrate financial need as determined by the FAFSA. Students enrolled with a completed FAFSA may check their FWS eligibility with the Financial Aid Office.

FWS recipients must maintain Satisfactory Academic Progress (SAP) toward a NCMC degree, as defined by the Financial Aid Office. Standards and measurement for SAP are listed in the Academic Catalog as well as on the Financial Aid webpage <http://www.ncmissouri.edu/financialaid/>.

NOTE: Federal work study monies are limited and neither qualification nor submission of an application guarantees employment and/or award.

### **ELIGIBILITY REQUIREMENTS**

Students must have financial need to qualify for a Federal Work Study award. Students must have met all of the requirements for receiving financial aid that is expected of all financial aid recipients. Generally, eligible students must have a completed financial aid file and be in good standing with the College.

However, just having financial need is not always enough. For example, students may have all their “financial need” being met by scholarships. If their financial need is being met by a combination of scholarships and/or grants and subsidized loans, and no FWS award is listed, eligible students may be able to convert their subsidized loans to a FWS award.

**All** Federal Work Study students **must maintain** Satisfactory Academic Progress (SAP) toward a NCMC degree.

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### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require NCMC to establish and apply reasonable standards of satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act.

Students are evaluated at the end of each semester for Financial Aid SAP. To maintain “good standing” and eligibility under Financial Aid SAP, students must meet these standards that are listed at <http://www.ncmissouri.edu/financialaid/keepmyfinancialaid/>.

Students who do not meet financial aid SAP will be suspended from Title IV financial aid until they re-gain eligibility. Students wanting to appeal their suspended status can do so by submitting a completed Financial Aid SAP Appeal to the Financial Aid Office for review by the Financial Aid SAP Appeals Committee.