



## **FINANCIAL AID DEPARTMENT CAMPUS BASED PROGRAMS (FSEOG & FWS) 2014-15**

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### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Federal Supplemental Education Opportunity Grant (FSEOG) is a federal grant program designed to assist undergraduate students who have the greatest demonstrated financial need, with priority for those who are Pell Grant eligible. Because funds are limited, students who apply early have the greatest opportunity for an award.

#### **Eligible students**

All Financial Aid applicants for 2014-15 will be categorized within the following sub-groupings for prioritizing FSEOG awards. If funds are still available after all students in Group One have been awarded, then students in Group Two will be awarded next and then Group Three.

#### **Group One – Students who:**

- Have the lowest Estimated Family Contribution (EFC) calculation; and
- Are Pell recipients; and
- Submit a FAFSA by the priority deadline date (3/2/14)

#### **Group Two – Students who:**

- Have the lowest Estimated Family Contribution (EFC) calculation; and
- Are Pell recipients; and
- Submit a FAFSA after the priority deadline date (3/2/14)

#### **Group Three – Students who:**

- Have the lowest Estimated Family Contribution (EFC) calculation; and
- Are not Pell recipients

Within each group, awards will be prioritized by the date the student's file was processed and Pell was awarded. SWC will make FSEOG funds reasonably available (to the extent that funds remain) to all eligible students, including those whose classes start later in the academic term. Professional judgment cannot override the FSEOG selection criteria.

#### **Maximum and Minimum Academic Year Award**

Maximum yearly amount is \$500 and minimum yearly amount is \$250.

### **Federal College Work-Study Program (FWS)**

FWS is federally subsidized employment available to students who demonstrate financial need. Priority is given to those students who have completed the necessary paperwork by the appropriate deadlines. The length of a student's employment under FWS funding is based on the student's FWS award, pay rate and hours worked per week.

Each school that participates in the FWS Program is required to expend at least seven percent of its total FWS federal allocation to compensate students employed in community service activities. Also, in meeting that seven percent community service expenditure requirement, one or more of the school's FWS students must be employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project. [34 CFR 675.18(g)(1)]

SWC meets this requirement by offering employment off campus at community agencies such as local Elementary School Districts (Tutors) and City Libraries (Family Literacy). In addition, students working in on campus offices whose services are open to the general public are considered in the 7%. SWC on occasion meets this requirement by offering employment at the SWC Child Development Center and Disability Support Services Office.

### Eligible students

To be eligible for employment, FWS students must meet the following criteria:

- Have been awarded federal financial aid
- Maintain Satisfactory Academic Progress (SAP)
- Remain enrolled in a minimum (6) units
- Have remaining financial aid need

### Maximum Hours

While attending classes, FWS students may work a maximum of 20 hours per week. During non-class sessions (holidays, summer, semester break), students may work a maximum of 40 hours per week/8 hours per day.

### Wages

Wage rates are established according to the District pay rate schedule and are based on minimum wage guidelines. All students are required to complete and sign a "Student Worker Timesheet", which will be reviewed, verified and signed by the FWS student's supervisor.

Pay checks are available on the last day of each month for the hours worked during the previous month and are available for pickup at the Cashier's Office.

### Terminations

Students who are terminated and not rehired will have their FWS award canceled and funds may be made available to other eligible students. Students hired through FWS cannot work past the last day of the spring semester. Summer employment is a new term and eligibility must be re-determined.

### **Campus Based Program Disbursement Procedure**

Separation of Duties – It is required that the functions of authorizing payment and disbursing or delivering funds be separated so that no one person or office exercises both functions for any student receiving financial aid. SWC meets this requirement by having the Financial Aid Office (FAO), which is a part of Student Services, awards and processes the aid and the Finance Office (FO), which is a part of Business & Financial Affairs, draws down funding and oversees the disbursement to students.

Financial Aid Office (FAO) sends an email confirmation to the Finance Office (FO) and Student Employment Services (SES) detailing the approved funding allocation and matching waiver (if approved) for the upcoming award year for FSEOG and FWS.

For FWS, the FO:

- Calculates funds available for students
- Calculates the Administrative Cost Allowance
- Sends email of budget status to FAO and SES
- Runs Payroll Expenditure report monthly

- Processes journal entry for posting to General Ledger
- Verifies that funds are received and posted by bank
- Reconciles records on a monthly basis

For FWS, the SES:

- Confirms student has been awarded federal financial aid and has unmet need for FWS
- Posts FWS eligibility and place student in appropriate position
- Monitors student eligibility on a monthly basis to ensure budget compliance

For FSEOG, the FO:

- Calculates funds available for students
- Calculates the Administrative Cost Allowance
- Sends budget status notification to FAO, which then awards students
- Draws down and confirms adequate funding from G5
- Reconcile records on a monthly basis