



1. Student will apply for Federal Financial Aid (through FAFSA) and indicate on the application that work study is desired.
2. Student must meet the following eligibility requirements:
  - a. Must be enrolled at least half-time (6 credits)
  - b. Must be making Satisfactory Academic Progress (SAP) as defined by CGCC in accordance with federal and institutional guidelines.
  - c. Must have received an Award Letter from CGCC and have unmet need of at least \$3,000.
3. Work study funds are awarded to the student by the Columbia Gorge Community College Financial Aid Office through the regular financial aid award process.
4. Students should review the Work Study web page for work study position availability. It is the student's responsibility to contact the department hiring supervisor to set up an interview.
5. When a student is hired for a job, both the supervisor and the student worker must complete the required financial aid and employment paperwork prior to beginning work.
6. Hours worked will be tracked online through the Paylocity payroll system. Electronic time cards will be approved by the supervisor at the end of each pay period.
7. Work-study funds are awarded on an annual basis and students must meet the eligibility requirements as listed above and reapply through the FAFSA process each year.

*It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.*

*Persons having questions about equal opportunity and nondiscrimination should contact:*

*Employment: Courtney Judah, Director of Human Resources, Phone 541-506-6151, Fax 541-506-6102*

*Equal Opportunity: Shayna Dahl, Student Support Services Coordinator, Phone 541-506-6046*

*Columbia Gorge Community College is an equal opportunity educator and employer.*