

Federal Work-Study (FWS)

FWS is a federal financial aid program to provide part-time employment for eligible students. Funding is based on the information that is provided on the FISAP. Students who qualify for financial aid may participate in the Federal Work-Study Program to help pay indirect educational expenses. Students who participate in this program are paid at least minimum wage for hours worked; checks are issued bi-weekly. An effort is made to place students in jobs that further their educational and career goals.

To be eligible for FWS, students must have indicated on the FAFSA that they were interested in FWS. Students must:

1. Be eligible to receive need-based funding
2. Must be enrolled in at least 6 semester hours
3. Demonstrate financial need
4. Meet satisfactory academic progress requirements
5. Be a citizen or permanent resident of the United States

In administering its FWS program, RLNC shall establish and maintain an internal control system of checks and balances that ensures that no office can both authorize payments and disburse funds to students.

Work-Study awards are based on the results of your Free Application for Federal Student Aid (FAFSA). Only students who have been awarded Federal Work-Study may select a Work-Study position.

Red Lake Nation College will select FWS based on an application and interview process. Work-Study positions will be posted in student services when they become available. Students interested in posted positions will need to complete an application by the posted deadline. All students who complete an application before the deadline will receive an interview for their selected position.

RLNC will maintain program and fiscal records that include verification by the student's supervisor, or an official of RLNC, that each student has worked and earned the amount being paid. The verification must include or be supported by, for students paid on an hourly basis, a time record showing the hours each student worked in clock time sequence, or the total hours worked per day. Also included is a payroll report containing sufficient information to support all payroll disbursements, and any noncash contribution record to document any payment of RLNC's share of the student's earnings in the form of services and equipment.

All records will be reconciled at least monthly.

Each year RLNC shall submit a Fiscal Operations Report plus other information required. RLNC shall ensure that the information reported is accurate and shall submit it on the form and at the time required.