2015 - 2016 Federal Work-Study Temporary Employment Process
Cerritos College Financial Aid Office

FWS Application Process

Submit Free Application for Federal Student Aid (FAFSA) and required documents by April 30th

Submit separate FWS application (May 4-May 8) online at: http://cms.cerritos.edu/financial-aid/programs/federal-work-study.htm

Applications are reviewed on a first come, first serve basis. Students must meet the following criteria:
- FAFSA and required FA documents submitted by 4/30/15.
- Be enrolled in at least 6 units
- Qualify for Financial Aid

Students will be contacted for an appointment with the FWS Coordinator as openings become available. Students will meet with the FWS Coordinator for further consideration. As early as July 2015

FWS Hiring Process

If working at an elementary school, students will be given an additional finger printing packet at the FWS Orientation.

If hired, student must complete a temporary employment packet for Human Resources and bring it to the mandatory FWS Orientation along with your social security card, TB test results, copy of live scan form and ID.

Student not eligible or placed on the waiting list will receive a letter in July

Contact job site supervisor to introduce yourself, arrange work schedule and complete required forms:
- FWS Program Agreement
- Job Description

Submit required forms to Financial Aid Drop-Box by due date.
- August/September

Students will be notified by the FWS Coordinator when they have cleared temporary employment through Cerritos College Human Resources, have cleared fingerprinting and can start working.
- September/October

Federal Work-Study Contacts:
Lizette Gonzalez
FWS Coordinator
(562) 860-2451 ext. 2395
gonzalez@cerritos.edu
Adriana Leguizamon
Ext. 2387
aleguizamon@Cerritos.edu
www.cerritos.edu/finaid

Start Working! Submit your FWS Timecard on the 24th of each month to the Financial Aid Drop-Box. Maintain at least 6 units.