



## Work Study Job Application

a. Contact information-Complete entire section.

First name:	Middle Initial:	Last name:
Social Security Number:	Cell number:	Student number:
Address:		
City:	State:	Zip:
Email:		

b. Skills/work experience-List or describe.

c. Work preference-Mark all that apply.

Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
Department/job request:		

**Additional Information:**

Students must complete Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) before eligibility can be determined.

Federal Work Study is a need-based federal financial aid program. Eligible students maybe hired to work 10-15 hours per week to earn money to help finance educational expenses.

Financial Aid Office will determine if you are eligible based on the results of the FAFSA. Although student does not have to qualify for a Pell grant to be eligible, the student will have to have financial need.

Students must be enrolled for at least 9 credit hours each semester while on Work Study.

Earnings are to be used to help pay expenses incurred while enrolled in college.

Students must meet Satisfactory Academic Progress requirements for financial aid to qualify.

Students who have been assigned work study position must submit timesheet to Financial Aid Office by 20<sup>th</sup> of each month. Checks (or Direct Deposit) are issued on the last working day of the month.

Students must report when scheduled to work and perform work assignments in acceptable manner. If for any reason student cannot report to work then the student must contact immediate supervisor prior to scheduled work time.

Supervisors have the authority to suspend student from work. Student may appeal this decision through the Director of Financial Aid.



Students will be contacted via email of eligibility status and/or job availability.

<b><u>Financial Aid Office Only</u></b>	
COA	
Subtract EFC-	
Subtract Pell-	
Subtract Loan-	
Subtract Scholarship-	
Subtract Other-	
<b>Total=</b>	
If total less than 2000 then not eligible for work study.	