



## 2016-2017 Federal Work-Study Application

### Facts about the Federal Work-Study Program

This federally funded program provides part-time jobs for students who are eligible for financial aid and need money to help pay educational expenses. Students must demonstrate a financial need based on Cost of Attendance (COA) greater than his or her Expected Family Contribution (EFC).

Students are required to complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for the program.

Students may be ineligible for the Federal Work Study program if they have been awarded scholarships and/or received loans that exceed their cost of attendance. However, a student may choose to reduce their loan in order to show FWS eligibility.

Students will be paid bi-weekly at the rate of \$8.10/hour. (effective 1/1/2015)

Student hours are determined by the FWS coordinator for each pay period.

Students will be required to complete all payroll paperwork. Additionally, if a student is assigned to the pre-school area, a background check must be completed before the hiring process can be completed.

Completion of application does not guarantee placement in a work-study position.

Work-Study students are required to sign the confidentiality statement.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please complete both sides of this form! Remember to sign and date!**

#### OFFICE USE ONLY :

Date reviewed \_\_\_\_\_

POE Fall 16 \_\_\_\_\_

POE Spring 17 \_\_\_\_\_

POE Summer 17 \_\_\_\_\_

Unmet Need \_\_\_\_\_

Status \_\_\_\_\_

FAO initials \_\_\_\_\_

Print Name \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State & Zip \_\_\_\_\_  
Phone number where you can be reached: \_\_\_\_\_

Campus Assignment: (check one) DO NOT LEAVE BLANK

Jefferson Campus \_\_\_\_\_ Valley Center \_\_\_\_\_ Warren Center \_\_\_\_\_ Off-Campus (community service) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone number \_\_\_\_\_

Have you completed the Free Application for Federal Student Aid (FAFSA)?  YES  NO (*The FAFSA must be completed in order to be considered for the federal work-study (FWS) program*)

Major/Course of study: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Have you previously been employed in the EGCC Federal Work-Study program?  YES  NO

If so, in which department did you work? \_\_\_\_\_

Experience or Skills that may aid in your placement:

\_\_\_\_\_

Have you ever plead guilty to or have been convicted of any offense relating to the possession or distribution of illegal drugs?  YES  NO If yes, explain:

\_\_\_\_\_

Have you ever been convicted of any other felony or misdemeanor?

YES  NO If yes, explain: \_\_\_\_\_

Are you unable to perform certain tasks due to physical limitations? (If yes, explain) \_\_\_\_\_

\_\_\_\_\_

*If I am hired as a work-study student, I understand the following:*

- I cannot earn more than my awarded amount.
- I will not work more than the assigned hours per week.
- I will not work during scheduled class time.
- I will notify my supervisor if I am unable to work during my scheduled time.
- I may be terminated for refusing to work, not showing up for work, punctuality problems, performance problems or creating any disturbance within the work area.
- I will adhere to the dress code set forth by my supervisor.
- It is my responsibility to submit my time sheets according to the published dates on the payroll schedule to the Student Financial Services Office.

Signature below certifies that I have read and understand the terms of the Federal Work-Study Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date