



Financial Aid Office
 185 Freedlander Dr.
 Clyde, NC 28721
 Phone: 828-627-4756
 Fax: 828-627-4513

**2016-2017
 Federal Work-Study Application**

 Last Name First Name M.I.

 Street Address (include apt. no.)

 City State Zip Code

 Home Phone Number (include area code)

 Student ID Number

 Date of Birth

 Email Address

 Alternate or Cell Phone Number

1. What is your program of study? _____

2. Have you completed your 2016-2017 FAFSA? YES NO (If NO, please apply at <https://fafsa.ed.gov>)

3. Are you currently a Work-Study student? YES NO

a. If YES, would you like to continue working in the same position? YES NO
(Does not guarantee placement in the same position.)

4. Do you have a department preference? YES NO

a. If YES, please list: _____

b. If NO, please indicate preferred area(s):

- | | |
|--|--|
| <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Maintenance* |
| <input type="checkbox"/> RCAC | <input type="checkbox"/> Print Shop* |
| <input type="checkbox"/> General office work | <input type="checkbox"/> Learning Support Services |
| <input type="checkbox"/> Grounds* | <input type="checkbox"/> Student Services |
| <input type="checkbox"/> IT | |
| <input type="checkbox"/> Library | |

***Must be able to lift 50 lbs.**

5. Please list special job skills (typing, filing, etc.): _____

6. Other relevant work experience: _____



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Work-Study is a FEDERAL NEED-BASED program.

Information regarding the Federal Work-Study (FWS) program and your responsibilities as an employee of Haywood Community College (HCC) are listed below. Please read the following information before signing the application. The FWS program is a need based program which allows students to work part-time to help pay for education related expenses. Students may work up to 15 hours per week at an hourly rate of \$8.00. Timesheets are due in the Financial Aid Office (FAO) by 4:00 pm on the last day of the month. **If timesheets are late, the student will not be paid until the next pay period.** Once all funds for the FWS program for each academic year have been awarded, the program will be discontinued until further funds are available.

I understand the following regarding FWS:

- Students may work up to 15 hours per week.
- Students must maintain Satisfactory Academic Progress (SAP) as defined in the HCC Catalog.
- Students must prepare a work schedule for each supervisor every semester.
- Students may not work when class is scheduled. **OR WHEN THE CAMPUS IS CLOSED???**
- Students must notify supervisors regarding changes to class schedules.
- Students must notify supervisors and the FWS Coordinator if they are unable to continue working.
- Students are responsible for accurately reporting time worked.
 - Timesheets must be signed by the student and supervisor.
 - The student is responsible for submitting the timesheet to the FAO by 4:00 pm on the last business day of each month.
- Student must keep all institutional information regarding students, faculty, and staff **confidential** and must not disclose such information or use it for personal gain or the gain of others.
- All applications should be turned into the FAO.
- An application does not guarantee a position.

Certification & Signature

By signing below, I certify that the information provided on this form is complete and correct. By signing this form, I certify that I have read and understand the information above regarding the Federal Work-Study Program.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

 Student's Signature

 Date

For Office Use Only:

Need: _____ Supervisor Assigned to: _____

SAP: _____ GPA: _____

Notes: _____
