



Financial Aid Office
 185 Freedlander Dr.
 Clyde, NC 28721
 Phone: 828-565-4120
 Fax: 828-627-4513

**2019-2020
 Federal Work-Study Application**

_____	_____	_____	_____
Last Name	First Name	M.I.	Student ID Number
_____			_____
Street Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Email Address
_____			_____
Home Phone Number (include area code)			Alternate or Cell Phone Number

1. What is your program of study? _____

2. Have you completed your 2019-2020 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):

- | | |
|---------------------------|---------------------------------|
| _____ Natural Resources | _____ Maintenance* |
| _____ RCAC | _____ Print Shop* |
| _____ General office work | _____ Learning Support Services |
| _____ Grounds* | _____ Student Services |
| _____ IT | |
| _____ 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 if class canceled or when 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: _____
