



2026-2027
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	Home Phone Number (include area code)
Email			Alternate or Cell Phone Number

- What is your program of study? _____
- Have you completed the 2026-2027 FAFSA on www.studentaid.gov? YES NO
- Are you currently a Work-Study student? YES NO
 - If YES, would you like to continue working in the same position? YES NO **(does not guarantee placement)**
- Do you have a department preference? YES NO
 - If YES, please specify: _____
 - If NO, please indicate preferred area(s): _____

Natural Resources
 RCAC Daycare
 General office work
 Grounds*
 IT
 Library

Maintenance*
 Print Shop*
 Learning Support Services
 Student Services

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

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

2. Other relevant work experience: _____

Work-Study is a FEDERAL NEED-BASED program.



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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 \$15.00. 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.

Student's Signature

Date

For Office Use Only:

Need: _____ Supervisor Assigned to: _____

SAP: _____ GPA: _____

Notes: _____