



2023-2024 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 \$12.00/hour.

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 23 _____

POE Spring 24 _____

POE Summer 24 _____

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 _____ Youngstown Campus _____ Off-Campus (community service) _____ Online Campus _____

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 Financial Aid Office.

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

Signature

Date