West Chester University
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2019-2020 Federal Work Study: Incoming Students
Student Employment Application Instructions

The Federal Work Study Program provides part-time need-based employment opportunities on campus and off campus with community service partners, for undergraduate and graduate students who meet the eligibility criteria.

How to Apply:

- Complete this application, as soon as possible. **May 1st** is the priority deadline to be considered for fall 2019 and spring 2020 work study awards. Please keep in mind that each year we do have a waitlist of students for work study employment and therefore, it is in your best interest to submit the application by the priority deadline.
- Submit the **2019-20 FAFSA** (Free Application for Federal Student Aid) at www.FAFSA.gov., as soon as possible but, by the **February 1st priority deadline**. The *FAFSA* is used to determine your financial eligibility for participation in the program, since federal work study is a need-based program.

Eligible students will be notified of their eligibility and placement.

- **New students** will receive notification of where they will be assigned via email before the start of the fall term.

Contracts containing the details of the work study placement will be emailed during the summer term. Please read your contract closely if placed in a position on campus since certain positions do require an interview or additional paperwork in advance.

Please check your WCU e-mail account and monitor your financial aid awards via myWCU, for financial aid alerts, on a regular basis.

Federal Work Study awards, unlike other sources of financial aid, will **NOT** appear as anticipated aid on your account summary/bill. Students receive direct, bi-weekly compensation for the hours worked.

Those employed via the Federal Work Study program **may only hold one job** processed by the WCU Payroll Office. This is due to the limited number of jobs available on campus. Students offered Federal Work Study are under no obligation to accept the offer.

All students hired via the Federal Work Study program will be required to complete child care/criminal background clearances. This process will be initiated after a job has been assigned and accepted.

Not all students interested in the Federal Work Study Program will be able to participate due to the eligibility guidelines governing the program, limited number of jobs, and funding available.

PLEASE DETATCH THIS PAGE PRIOR TO SUBMITTING YOUR APPLICATION

2019-2020
Federal Work Study Student Employment Application:
Incoming Students
Priority deadline ~ May 1st

Please print and complete this application entirely in black/blue ink:

Student Name: _____ _____ ____ **WCU ID#** _____

                   Last Name   **First Name**   **MI**

Student's Current Telephone #_____ **Date 2019-20 FAFSA* filed**_____
*Please note your FAFSA should be filed before submitting this application!

☐ **First Year Incoming Student** ☐ **Transfer Student**
Major: _____(Anticipated) ☐ **Undergraduate OR** ☐ **Graduate**

Please state your desired department (s) in order of preference. Job Descriptions can be found online at www.wcupa.edu/finaid under "Work Study". Please review these descriptions carefully since certain jobs do require specific skill sets or potentially an interview to be conducted.

    1st _____ **2nd** _____ **3rd** _____

 Please check all skills and experience that apply**: ☐ **Art/Graphics** ☐ **Theatre/Costume/Sewing**
☐ **Customer Relations** ☐ **Library** ☐ **Foreign Language** _____ ☐ **Tutoring** ☐ **Athletic (coaching, ref, trainer)** ☐ **Clerical/Office Exp.** ☐ **Computer skills (Excel, MS Word, PowerPoint)** ☐ **Social Media** ☐ **Web Design** ☐ **Child care experience** ☐ **Audiovisual/Video Production**
☐ **Other** _____
**New Students are required to attach a résumé to this application. Please include any prior work experience.

Do you have a valid driver's license? ☐ **Yes** ☐ **No**   **Will you have a car on campus?** ☐**Yes** ☐ **No**
    Are you willing to carpool? ☐ **Yes** ☐ **No**

I understand that if offered Federal Work Study I will be issued a contract in mid-June or later depending on availability, and I may only hold one job processed by the WCU Payroll Office at one time.

_____ _____

    Student's Signature   **Date**