



## 2016-2017 Federal Work Study 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. **March 1st** is the priority deadline to be considered for fall 2016 and spring 2017 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 **2016-17 FAFSA** (Free Application for Federal Student Aid) at [www.FAFSA.gov](http://www.FAFSA.gov), as soon as possible but, by the **March 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 in the spring when financial aid awards become available.
- **Currently enrolled students** will receive notification after spring grades have been processed and satisfactory academic progress (SAP) has been determined.

**Contracts containing the details of the work study placement will be mailed in mid-June. 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. Earnings are intended for educational expenses.

Those employed via the Federal Work Study program **may hold only 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 the funding available.

**PLEASE DETATCH THIS PAGE PRIOR TO SUBMITTING YOUR APPLICATION**



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**2016-2017**  
**Federal Work Study Student Employment Application**  
**Priority deadline ~ March 1st**

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

Student Name: \_\_\_\_\_ WCU ID or SSN# \_\_\_\_\_  
Last Name First Name MI

Student's Current Telephone # \_\_\_\_\_ Date 2016-17 FAFSA filed \_\_\_\_\_

Check one: ☐ 1st Year (0-29.5 crd) ☐ 2nd Year (30-59.5 crd) ☐ 3rd Year (60-89.5 crd) ☐ 4th Year (90+ crd)  
Major: \_\_\_\_\_ (Anticipated) ☐ Undeclared ☐ Undergraduate OR ☐ Graduate

Please state your desired department in order of preference. Job Descriptions can be found online at [www.wcupa.edu/workstudyjobs](http://www.wcupa.edu/workstudyjobs). Please review these descriptions carefully since certain jobs do require specific skill sets or potentially an interview to be conducted.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Have you participated in the Work Study Program at West Chester University before? ☐ Yes ☐ No

If yes, do you want to be reassigned to your current location? ☐ Yes ☐ No

If yes, what is your supervisor's name (print) \_\_\_\_\_

If yes, please secure supervisor's signature \_\_\_\_\_

**If you are a returning student: supervisor's signatures are REQUIRED in order to guarantee placement in your current position**

Please check all skills and experience that apply\*\*: ☐ Art/Graphics ☐ Audiovisual ☐ Theatre/Costume/Sewing ☐ Customer Relations ☐ Library ☐ Foreign Language \_\_\_\_\_ ☐ Tutoring  
☐ Athletic (coaching, ref, trainer) ☐ Clerical/Office Exp. ☐ Computer skills (Excel, MS Word, PowerPoint) ☐ Business/Accounting ☐ Social Media ☐ Web Design ☐ Child care experience  
☐ Other \_\_\_\_\_

\*\*Although not required it is in the student's best interest to attach a résumé to this application. Please include any prior work experience and/or additional information.

Do you have a valid driver's license? ☐ Yes ☐ No Will you have a car? ☐ 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