

## 2019-2020 Federal Work Study: Currently Enrolled 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. **February 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](http://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.

- **Currently enrolled students** will receive notification after spring grades have been processed, verification is completed, and satisfactory academic progress (SAP) has been determined.  
**Students who submit their application by February 1<sup>st</sup> will receive a contract containing the details of the work study placement 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**



Phone: 610-436-2627
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2019-2020
Federal Work Study Student Employment Application:
Currently Enrolled Students
Priority deadline ~ February 1st

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

Student Name: Last Name First Name MI WCU ID#

Student's Current Telephone # Date 2019-20 FAFSA\* filed

\*Please note your FAFSA should be filed before submitting this application!

Year in School as of Fall 2019: 2nd Year 3rd Year 4th Year 5th Year or Beyond

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

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)

Please secure your 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 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

\*\*Although not required it is in the student's best interest to attach a resumé 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

