



## **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 and spring 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 **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.

- **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**



Phone: 610-436-2627  
Fax: 610-436-2574  
E-MAIL: [finaid@wcupa.edu](mailto:finaid@wcupa.edu)

## Federal Work Study Application:

**Priority deadline ~ May 1<sup>st</sup>**

**Please note your FAFSA should be filed before submitting this application  
Please print and complete this application entirely and submit to the Financial Aid Office.**

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

Grade level (First, Second, Third, Graduate, etc) \_\_\_\_\_

Major: \_\_\_\_\_ ☐ Undergraduate OR ☐ Graduate

Please state your desired department (s) in order of preference. Departments are listed online at [www.wcupa.edu/finaid](http://www.wcupa.edu/finaid) under "Work Study".

1<sup>st</sup> choice \_\_\_\_\_

2nd choice \_\_\_\_\_

3rd choice \_\_\_\_\_

Please check all skills and experience that apply\*\*:

- ☐ Art/Graphics
- ☐ Theatre/Costume/Sewing
- ☐ Customer Relations
- ☐ Library
- ☐ Foreign Language \_\_\_\_\_
- ☐ Tutoring
- ☐ Athletic (coaching, ref, trainer)
- ☐ Computer skills (Excel, MS Word, PowerPoint)
- ☐ Graphic Design
- ☐ Child care experience
- ☐ Audiovisual/Video Production
- ☐ Other \_\_\_\_\_

**I understand that if offered Federal Work Study I will be issued a contract during the summer term depending on availability, and I may only hold one job processed by the WCU Payroll Office at one time.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please attach a current résumé with relevant work experience.**