

***SOUTHERN UNION
STATE COMMUNITY COLLEGE***

COLLEGE WORK STUDY APPLICATION

NAME _____
SOCIAL SECURITY NUMBER _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____

SKILLS/WORK EXPERIENCE:

I WISH TO BEGIN WORK ___ FALL ___ SPRING ___ SUMMER

I WISH TO WORK ON THE ___ OPELIKA ___ WADLEY ___ VALLEY CAMPUS

I HAVE READ AND UNDERSTAND THE POLICIES FOR WORKSTUDY OUTLINED ON THE REVERSE SIDE OF THIS FORM, AND AGREE TO ABIDE BY THEM IF HIRED.

SIGNATURE _____ DATE _____

OFFICE USE ONLY

DATE _____
ASSIGN TO _____
FINANCIAL AID REP. _____

Wadley Campus
P.O. Box 1000
Wadley, AL 36276
205/395-2211

Opelika Campus
1701 LaFayette Pkwy.
Opelika, AL 36801
334/745-6437

Valley Campus
Fob James Drive
Valley, AL 36854
334/756-4151

COLLEGE WORK STUDY

COLLEGE WORK STUDY IS A NEED-BASED FEDERAL FINANCIAL AID PROGRAM. ELIGIBLE STUDENTS MAY BE HIRED TO WORK A FEW (NORMALLY 10 TO 12) HOURS A WEEK TO EARN MONEY TO HELP FINANCE EDUCATIONAL EXPENSES.

HOW DO I APPLY?

- COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).
- COMPLETE THE BACK OF THIS FORM AND SUBMIT IT TO THE FINANCIAL AID OFFICE.

HOW AM I ELIGIBLE FOR WORK STUDY?

- THE FINANCIAL AID COUNSELOR WILL DETERMINE IF YOU ARE ELIGIBLE, BASED ON THE RESULTS OF THE FAFSA. ALTHOUGH YOU DON'T HAVE TO QUALIFY FOR A PELL GRANT TO BE ELIGIBLE, YOU DO HAVE TO HAVE FINANCIAL NEED.
- YOUR EARNINGS ARE TO BE USED TO HELP PAY YOUR EDUCATIONAL EXPENSES.
- YOU ALSO MUST MEET SOUTHERN UNION'S SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID.

HOW DOES MY JOB WORK?

- YOU ARE ASSIGNED A JOB, USUALLY ON CAMPUS. AS A STUDENT WORKER, YOU ARE SUBJECT TO THE SAME RULES AND REGULATIONS APPLYING TO FULL-TIME EMPLOYEES.
- YOU MUST SUBMIT YOUR TIME SHEET TO THE FINANCIAL AID OFFICE BY THE 16TH OF EACH MONTH. YOUR CHECK IS ISSUED ON THE LAST WORKING DAY OF THE MONTH, AND IS AVAILABLE FOR YOU TO PICK UP IN THE BUSINESS OFFICE.
- YOU MUST REPORT TO WORK WHEN SCHEDULED, PERFORM YOUR WORK ASSIGNMENT IN AN ACCEPTABLE MANNER, AND IF FOR ANY REASON YOU CANNOT REPORT TO WORK, YOU SHOULD CONTACT YOUR SUPERVISOR PRIOR TO YOUR SCHEDULED WORK TIME.
- YOUR SUPERVISOR HAS THE AUTHORITY TO SUSPEND YOU FROM WORK. IF YOU FEEL YOU HAVE BEEN SUSPENDED UNFAIRLY, YOU HAVE THE OPTION TO APPEAL.