

Work Study Information Sheet

Name: _____ Student Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Skills/Work Experience:

Which semester would you like to begin working? (Check One Below)

_____ Fall _____ Spring _____ Summer

At which campus are you interested in working? (Check One Below)

_____ Opelika _____ Wadley _____ Valley

I have read and understand the policies for work study outlined on the reverse side of this form and agree to abide by them if hired.

Signature: _____ Date: _____

OFFICE USE ONLY

Date: _____

Dept. Assigned To: _____

Campus: _____

Supervisor Name: _____

Financial Aid Rep: _____

COLLEGE WORK STUDY

College work study is a need based federal financial aid program. Eligible students may be hired to work up to 19 hours per week to earn money to help finance educational expenses.

How do I apply?

- Complete the Free Application For Federal Student Aid online at www.fafsa.gov
- Complete the Work Study Information Sheet and return to the Financial Aid Office.

How am I eligible for work study?

- The Financial Aid Representative will determine if you are eligible based on the results of the FAFSA. Although you are not required to qualify for PELL Grant to be eligible, you must have financial need.
- Your earnings are to be used to help pay your educational expenses.
- You also must meet Southern Union State Community College Standards of Academic Progress requirements for Financial Aid which can be found on the college website.

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 timesheet 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 assignments in an acceptable manner and if for any reason you cannot report to work; you should contact your supervisor prior to you 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.