TO: Mount Wachusett Community College Students

FROM: Scott Farris, Director of Strategic Enrollment Management

SUBJECT: Federal Work-Study Application & Interest Form

Federal Work-Study (FWS) is a type of financial assistance available to needy students to help pay for educational expenses. FWS is basically a part-time job. Most students work 10-12 hours per week during periods of enrollment. Students may not work during class time. Students are not paid to study. Students may be placed on-campus, or at one of the college’s non-profit, community service off-campus sites.

Eligibility - Students should be enrolled at least half-time (half-time is defined as 6-8 credits/semester), be making satisfactory academic progress, and demonstrate adequate financial need. Students who meet the state deadline for financial aid (May 1, 2015) will be given preference, as will students with the greatest need.

Forms Needed - As part of the eligibility determination each applicant must complete the 2015-2016 Free Application for Federal Student Assistance (FAFSA), the 2015-2016 Mount Wachusett Community College Federal Work-Study Application & Interest Form, and any other requested documents.

Awards - Awards typically range from $2700-$3250 for the academic year to be paid at the rate of $9.00 per hour; however, awards vary depending on individual eligibility. Exact earnings will be based on the actual number of hours worked.

Taxes - FWS employment is taxable income. Students may select the "exempt" status on the W-4 if there will be no tax liability. Recipients of unemployment compensation and social security should verify the effect of FWS on their benefits with someone from the providing agency.

Students approved for FWS will have an orientation with the Payroll Office, and will complete a current year W-4 form and a Form I-9 (Employment Eligibility Verification). This must take place before the student may begin working. Some positions require a CORI and/or SORI check, as well as a confidentiality agreement.

Applicants should review the college’s website, at http://mwcc.edu/financial/federal-work-study-program/ for additional information about the FWS program and a list of possible job sites.
Mount Wachusett Community College
Federal Work Study Interest Form/Application

Preferred Starting Term: _____Summer 2015 _____Fall 2015 _____Spring 2016

Student ID#: __________________________

Name: _______________________________________________________

Address: _______________________________________________________________________

City/MA/Zip _______________________________________________________________________

Telephone: __________________________ Email: __________________________

Your Academic Major: _______________________________________________

Specific Job Sites of Interest (List in order of preference. See http://mwcc.edu/financial/federal-work-study-program/ for full list):

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

Personal Skills - Some positions require specific skills. To assist us in placement, please indicate if you have any of the following skills:

____ Light Typing skills  ______ Data Entry skills
____ Good Typing skills  ______ Word Processing
____ Filing, general office experience  ______ Computer skills
____ Reception, answering phones  ______ Other (please indicate below)

____________________________________________________________________________

_____ Interest in being a Reading or Math Tutor in a local school system or agency
_____ Interest in working at a Community Service, off-campus worksite

Confidentiality - As a result of a job assignment through the Federal Work-Study Program, you may be exposed to information of a confidential nature. You have the same responsibilities as a college employee to protect the confidentiality of this information. You cannot divulge information to anyone without prior approval.

I wish to apply for Work-Study. I understand and agree to abide with the confidentiality requirements, and understand that failure to uphold the requirements will result in dismissal from the FWS program.

Student Signature: ________________________________________________

Date: __________________________