

Mount Wachusett *Community College*

444 Green Street, Gardner, MA 01440-1 000
Financial Aid Office (978)630-9169

Academic Year 2018-2019

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 aid available to needy students to help pay for educational expenses. FWS is basically a part-time job for students who qualify through the financial aid process. Most FWS students work 10-12 hours per week during periods of enrollment. Students may be placed in jobs which are 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, 2018) will be given preference, as will students with the greatest need.

Forms Needed - As part of the eligibility determination each applicant must complete the 2018-2019 Free Application for Federal Student Aid (FAFSA), the 2018-2019 Mount Wachusett Community College Federal Work-Study Application & Interest Form, and any other requested documents.

Awards - Awards typically range from \$2750-\$3500 for an academic year. However, as FWS in a financial aid program, awards vary depending on individual student eligibility. Exact earnings will be based on the actual number of hours worked. Students may not work during scheduled class time, and students are not paid to study.

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, social security and other programs should verify the impact of FWS on their benefits with the providing agency.

Students approved for FWS will have an orientation with the Payroll Office, and will complete a 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/SORI check, a supplemental application, and/or 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**

Term: _____ Summer 2018 _____ Fall 2018 _____ Spring 2019 _____ Summer 2019

Student ID#: _____

Name: _____

Address: _____

City/State/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): Please list at least 3 sites of interest

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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

- | | |
|---------------------------------------|-----------------------------------|
| ___ Customer Service Experience | ___ Data Entry Skills |
| ___ 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 from your supervisor.

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: _____