



Financial Aid Office  
 185 Freedlander Dr.  
 Clyde, NC 28721  
 Phone: 828-627-4506  
 Fax: 828-627-4501

**2024-2025  
 Federal Work-Study  
 Application**

_____			_____	
Last Name	First Name	M.I.	Student ID Number	
_____				
Street Address (include apt. no.)			Date of Birth	
_____				
City	State	Zip Code	Email Address	
_____				
Home Phone Number (include area code)			Alternate or Cell Phone Number	

1. What is your program of study? \_\_\_\_\_
2. Have you completed your 2024-2025 FAFSA?      YES    NO (If NO, please apply at <https://studentaid.gov>)
3. Are you currently a Work-Study student?      YES    NO
  - a. If YES, would you like to continue working in the same position?      YES    NO  
**(Does not guarantee placement in the same position.)**
4. Do you have a department preference?      YES    NO
  - a. If YES, please list: \_\_\_\_\_
  - b. If NO, please indicate preferred area(s):
 

_____ Natural Resources	_____ Maintenance*
_____ RCAC Daycare	_____ Print Shop*
_____ General office work	_____ Learning Support Services
_____ Grounds*	_____ Student Services
_____ IT	
_____ Library	

**\*Must be able to lift 50 lbs.**
5. Please list special job skills (typing, filing, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Other relevant work experience: \_\_\_\_\_



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**Work-Study is a FEDERAL NEED-BASED program.**

Information regarding the Federal Work-Study (FWS) program and your responsibilities as an employee of Haywood Community College (HCC) are listed below. Please read the following information before signing the application. The FWS program is a need based program which allows students to work part-time to help pay for education related expenses. Students may work up to 15 hours per week at an hourly rate of \$15.00. Timesheets are due in the Financial Aid Office (FAO) by 4:00 pm on the last day of the month. **If timesheets are late, the student will not be paid until the next pay period.** Once all funds for the FWS program for each academic year have been awarded, the program will be discontinued until further funds are available.

**I understand the following regarding FWS:**

- Students may work up to 15 hours per week.
- Students must maintain Satisfactory Academic Progress (SAP) as defined in the HCC Catalog.
- Students must prepare a work schedule for each supervisor every semester.
- **Students may not work when class is scheduled or if class canceled or when campus is closed.**
- Students must notify supervisors regarding changes to class schedules.
- Students must notify supervisors and the FWS Coordinator if they are unable to continue working.
- Students are responsible for accurately reporting time worked.
  - Timesheets must be signed by the student and supervisor.
  - The student is responsible for submitting the timesheet to the FAO by 4:00 pm on the last business day of each month.
- Student must keep all institutional information regarding students, faculty, and staff **confidential** and must not disclose such information or use it for personal gain or the gain of others.
- All applications should be turned into the FAO.
- An application does not guarantee a position.

**Certification & Signature**

By signing below, I certify that the information provided on this form is complete and correct. By signing this form, I certify that I have read and understand the information above regarding the Federal Work-Study Program.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
 Date

**For Office Use Only:**

Need: \_\_\_\_\_ Supervisor Assigned to: \_\_\_\_\_

SAP: \_\_\_\_\_ GPA: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_