



2025-2026
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	_____ Home Phone Number (include area code)
_____ Email			_____ Alternate or Cell Phone Number

1. What is your program of study? _____
2. Have you completed your 2025-2026 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: _____

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: _____
