

## Application for Federal Work-Study (FWS)

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All portions of this section must be completed; failure to complete items may result in your application being declined for work-study:

Student's Name \_\_\_\_\_  Returning FWS  New FWS

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

EMPLID/Student ID: \_\_\_\_\_ Student Email: \_\_\_\_\_@email.vccs.edu

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

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Are you enrolled in at least six credit hours?  Yes  No

Are you or will you be working in another position/capacity for NRCC?  Yes  No  
If yes, where will you be working? \_\_\_\_\_

Will a third party be paying any part of your tuition, not including financial aid?  Yes  No  
If yes, please list the agency that is paying your tuition: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If yes, please explain: \_\_\_\_\_

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This application is for the following semester:  Fall of 20\_\_\_\_  Spring of 20\_\_\_\_  Summer of 20\_\_\_\_

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Please check the boxes that best describe your abilities, skills, and/or interests (check all that apply):

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Typing/Keyboarding         | <input type="checkbox"/> Telephone Skills/Etiquette     | <input type="checkbox"/> Office Equipment Knowledge  |
| <input type="checkbox"/> Microsoft Excel Proficient | <input type="checkbox"/> Microsoft Word Proficient      | <input type="checkbox"/> Microsoft Access Proficient |
| <input type="checkbox"/> Filing                     | <input type="checkbox"/> Bulk Mailings                  | <input type="checkbox"/> Organizational Skills       |
| <input type="checkbox"/> Data Entry                 | <input type="checkbox"/> Peer Tutoring (Subject: _____) | <input type="checkbox"/> Other: _____                |

Please list any additional special skills or qualifications you think would help us evaluate your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please list prior work experience, starting with your most recent position:

| Place of Employment | Dates of Employment | Duties |
|---------------------|---------------------|--------|
|                     |                     |        |
|                     |                     |        |
|                     |                     |        |
|                     |                     |        |

Please indicate a work-site preference if you have one:  Dublin Campus     Christiansburg Site

If you are a returning FWS student, do you wish to return to your previous position if available?  Yes     No  
 If yes, please list the office and supervisor’s name: \_\_\_\_\_

- The FWS is a need-based program and part of the financial aid package. You must complete the FAFSA each year to determine if you are eligible.
  - Completion of this application does not guarantee eligibility or placement in an FWS position.
  - In assigning an FWS job, several factors are considered. These factors are financial need based on your budget, availability of positions, the amount of other assistance available to you, and the total work-study funds available.
  - Applications are matched with department requests, and students are assigned to areas that correspond with their interests and abilities. The work-study program is flexible—it allows students to work on campus around class and study times.
  - The number of work hours assigned is approximately 20 hours per week while classes are in session.
  - If you are currently employed by NRCC and then awarded an FWS job, your total hours between both positions may be limited. The Financial Aid Office will review and provide more information if applicable.
  - You must be enrolled for at least six credit hours while you are employed as a work-study student at NRCC.
  - Your work-study application will remain on file until the end of the academic year in which you apply. If you are eligible for work-study and a position is available, you will be contacted via student email with your job placement. If you are not eligible, an email will be sent to your student email letting you know why you are not eligible.
- ❖ By signing this application, you acknowledge that you have read and accept the terms and conditions listed above.

\_\_\_\_\_  
 Student’s Signature

\_\_\_\_\_  
 Date

**NON-DISCRIMINATION STATEMENT**

This college promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. The following person has been designated to handle inquiries regarding the college’s non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations and Equal Opportunity Officer, 217 Edwards Hall, 540-674-3600, ext. 4241. Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to Ms. Tammy Smith, Interim Dean of Student Services, 268 Rooker Hall, 540-674-3600, ext. 3690. Inquiries concerning ADA and Section 504 may be directed to Ms. Lucy Howlett, Coordinator of The Center for Disability Services, 275 Rooker Hall, V/TTY 540-674-3619, Videophone 540-585-4724.