

Application for Federal Work-Study (FWS)

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: _____

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? _____

This application is for the following semester: ☐ Fall of 20____ ☐ Spring of 20____ ☐ Summer of 20____

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Typing | <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: ☐ Campus (Dublin) ☐ Mall Site (Christiansburg)

If you are a returning FWS students, 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 a FWS position.
 - In assigning a 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 a 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 below.

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.: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 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 Dr. Deborah Kennedy, Dean of Student Services, 268 Rooker Hall, 540-674-3600, ext. 3690. Inquiries concerning ADA and Section 504 may be directed to: Lucy Howlett, Coordinator of The Center for Disability Services, 274 Rooker Hall, V/TTY 540-674-3619.

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NRCC Work-Study Terms and Conditions

1. Work-Study students cannot work over six consecutive hours without a minimum of a thirty-minute break.
2. Eight hours is the maximum number of hours a student can work in one day.
3. You may **NEVER** work during scheduled class times.
4. Work-Study schedules are based on 20 hours per week. Extra hours are based on supervisors' approval, and an email must be sent to Clendal Brown prior to working extra hours; no more than 29 hours per week.
5. You are responsible for monitoring your hours awarded for the semester.
6. Working more than 20 hours per pay period may result in approaching your award amount before the semester's end.
7. If your hours approach your award amount, you or your employer may request an increase from the Financial Aid Office. Increase is based on student budget and can vary.
8. Supervisors must provide an approved work-study schedule to the Financial Aid office each semester before student is approved to start working.
9. Hours listed on timesheets will **NOT** be distributed across the pay period to avoid breaks. Hours must be submitted daily at the end of each shift.
10. You must maintain 6 credit hours of enrollment per semester which are required for Federal Work Study.
11. You must maintain satisfactory academic progress (SAP) to remain eligible. (Review the Satisfactory Academic Progress Policy on NRCC Financial Aid Handbook.)
12. Your Financial Aid Award will be updated to include Federal Work Study (FWS) when you are hired.
13. Your actual earnings will depend solely on your hourly wage and your actual hours worked. Work hours reported must include lunch and breaks.
14. You will receive pay for your hours worked via direct deposit every two weeks (bi-weekly).
15. You may not work during times when the college is officially closed (holidays, weather closing, etc.). Work hours must be performed on campus or at your off-campus location. Remote work is not permitted.

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16. You may only earn Federal Work Study (FWS) funds during the academic year, which you are enrolled and awarded. Any unearned FWS funds will be forfeited at the end of the academic year.
17. Your employment will become terminated if you fail to report work, 2 consecutive pay periods (4 weeks), without prior agreement with supervisor.
18. Your employment will cease when either you have reached your award limit, or you have failed to maintain satisfactory academic progress (SAP).
19. Your work-study position can be terminated at any time if your supervisor deems your work performance unsatisfactory. If you cannot work when scheduled, you must contact your supervisor.
20. To apply for Federal Work Study during the next academic year, you must complete a Free Application for Federal Student Aid (FAFSA) and provide any required documents to complete the award process. Our school code is 005223.