



Mount Wachusett Community College

444 Green Street, Gardner, MA 01440-1000
Financial Aid Office (978) 630-9169

Academic Year 2011-2012

TO: Mount Wachusett Community College Students
FROM: Scott Farris, Associate Director of Financial Aid
SUBJECT: Federal Work-Study Interest Form

Federal Work-Study (FWS) is a student financial assistance award available to students to help pay for educational expenses. FWS is a part-time job, on-campus or at a non-profit agency off-campus, usually for approximately 10 hours/week.

Eligibility:

Students should be enrolled at least half-time (6 credits/semester), be making satisfactory academic progress, and demonstrate financial need.

Forms Needed:

As part of the eligibility determination each applicant must have completed the 2011-2012 Free Application for Federal Student Assistance (FAFSA), the 2011-2012 Mount Wachusett Community College Financial Aid Application, and any other requested documents.

Students approved for FWS will have an orientation with the Payroll Office, and will complete a current year W-4 form and a Form I-9 (Employment Eligibility Verification) required for all college employees. This must take place before the student can begin working. Some positions require a CORI check as well.

Awards:

Awards are typically \$2400 for the academic year to be paid at the rate of \$8.00 per hour, however, this may vary depending on your individual eligibility. Your exact earnings will be based on the actual number of hours worked.

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 and social security should verify the effect of FWS on their benefits with someone from the providing agency.

**Mount Wachusett Community College
Federal Work Study Interest Form/Application**

Start Term: ___Fall 2011 ___Spring 2012 Student ID#: _____

Name: _____

Address: _____

Telephone : _____ Email: _____

Your Academic Major: _____

Specific Office of Interest, if any:

Personal Skills (typing, data processing, word processing, etc)
Some positions require specific skills. To assist us in placement, please indicate if you have any of the following skills:

- | | |
|---------------------------------------|-----------------------------------|
| ___ Light Typing skills | ___ Data Entry skills |
| ___ Good Typing skills | ___ Word Processing |
| ___ 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 your 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. This confidentiality is particularly important in the area of student grades, financial information, or other information contained in the student database.

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: _____