



**FIVE TOWNS COLLEGE  
FEDERAL WORK- STUDY APPLICATION**

Through the Federal Work-Study Program (FWS), matriculated students with financial need may be eligible to work part-time to earn funds for their education. The award amount is based on such things as the student’s financial need, the availability of funds to the college and the current pay rate.

**FWS funds and employment opportunities are limited. Applications must be completed and returned to the Office of Financial Aid no later than September 15. Follow the steps outlined below to apply.**

**Step 1: Enter Student Information (Print information clearly)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
FTC ID#: \_\_\_\_\_ Academic Year: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone/Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

**Step 2: Read the regulations and statement below. Provide signature and date.**

**FIVE TOWNS COLLEGE FEDERAL WORK STUDY REGULATIONS**

- A new application must be completed each academic year and submitted to the Financial Aid Office.
- Completing the FWS application and being eligible for Federal Work Study does not guarantee the student will be hired.
- Students in the Federal Work Study program must maintain a minimum cumulative 2.0 GPA.
- Students are not permitted to work during their scheduled class hours.
- Under no circumstances students are allowed to work more than 15 hours a week.
- Students must meet specific job hiring requirements, maintain satisfactory work performance, and conduct themselves in a professional demeanor.
- To receive payments, completed and signed Time Sheet must be submitted to the Business Office by the payroll deadline.

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- I have read and understand the Five Towns College Regulations for FWS.
- I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge.
- I understand, if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 3: Submit this form to the Financial Aid Office for determination of FWS eligibility.**

***For Office of Financial Aid Use Only:***  
Valid FAFSA on File: \_\_\_ Yes \_\_\_ No      Federal Work Study Eligible: \_\_\_ Yes \_\_\_ No  
If Yes, Limit: \$ \_\_\_\_\_      Academic Year: \_\_\_\_\_ GPA: \_\_\_\_\_  
If No, Reason: \_\_\_\_\_  
**Financial Aid Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 4: Contact the Career Services Office after the first week of school to learn if your application is approved and for assistance with job counseling and placement.**

Do you have transportation for off-campus employment?

Yes

No

**Step 5: Hiring Department Head needs to fill out the section below and submit the form along with the student's resume to the Business Office. Once the form is approved by the VP of Finance & Administration and the student successfully completes the new hire paperwork, the student can pick up the Time Sheet and start working.**

**NOTE to FTC Faculty and Administration: This section is to be completed ONLY if Step 3 has been filled in and authorized.**

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Max Number of Hours per Week: \_\_\_\_\_

*\*Students are NOT to exceed 15 hours per week.*

Supervisor (print name): \_\_\_\_\_

Department Chair (print name): \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Step 6: Return completed form to the Business Office for final review and processing.**

Hired for Federal Work Study

Hired for Institutional Work Study

Date Hired: \_\_\_/\_\_\_/\_\_\_

***For Payroll Office Use Only:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Term: \_\_\_\_\_ Total Hours / Week: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_