

PATRICK & HENRY COMMUNITY COLLEGE
FINANCIAL AID OFFICE
 645 PATRIOT AVE
 MARTINSVILLE VA 24112
 276-656-0317
 FINAID@PATRICKHENRY.EDU

APPLICATION FOR WORK-STUDY EMPLOYMENT		
GENERAL INFORMATION		
ACADEMIC YEAR	POSITION APPLYING FOR	
NAME (Last, First MI)	EMPIL ID	LAST 4 OF SSN
STREET ADDRESS		PHONE
CITY/STATE/ZIP		EMAIL
WORK EXPERIENCE		
List your most recent work experience first. If you have no previous work experience, check here <input type="checkbox"/> .		
EMPLOYER	JOB TITLE	DATES (MO/YR)
DUTIES		
EQUIPMENT USED		
EMPLOYER	JOB TITLE	DATES (MO/YR)
DUTIES		
EQUIPMENT USED		
GOALS		
MAJOR	CAREER GOAL	
FOREIGN LANGUAGES		
NOTE: WHILE PREFERENCE IS GIVEN TO STUDENTS WHO HAVE NOT YET COMPLETED A DEGREE OR CERTIFICATE PROGRAM, THE COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE A WORK-STUDY POSITON.		
SIGNATURE		DATE
BY SIGNING THIS FORM, YOU ARE AGREEING TO THE TERMS AND CONDITIONS.		

TERMS AND CONDITIONS (Consumer Information)

1. You **must maintain 6 credit hours** of enrollment per semester which are required for your program of study (Fall/Spring).
2. You must maintain a **2.0 CGPA** to remain eligible.
3. You must be enrolled and taking classes toward a program of study that has been approved for grant funding.
4. Your Financial Aid Award will be updated to include our FWS when you are hired.
5. Your actual earnings will depend solely on your hourly wage and your **actual hours** worked. Work hours reported **must exclude** lunch, study time, and breaks.
6. You will receive pay for your hours worked through direct deposit every two weeks (bi-weekly).
7. You may **NEVER** work during scheduled class times. You may only work up to 20 hours per week (**based on your award amount**) while classes are in session.
8. You may **not** work during times when the college is officially closed (holidays, holiday breaks, weather closing, etc.). Work hours must be performed on campus or your off campus location. Remote work is not permitted.
9. You may only earn FWS funds during the award year you for which you are enrolled and awarded. Any unearned FWS funds will be forfeited at the end of the award period.
10. You and your employer are responsible for monitoring your gross earnings. If your earnings approach your award amount, you or your employer may request an increase from the Financial Aid Office.
11. Your employment will become terminated if you fail to work, or fail to report work, 2 consecutive pay periods (4 weeks).
12. Your employment will cease when either your earnings have reached your award limit, FWS funds are exhausted, or you have failed maintain academic progress (GPA/67%).
13. Your work-study position can be terminated at any time if your supervisor deems your work performance as unsatisfactory. If you cannot work when scheduled, you must contact your supervisor.
14. To apply for FWS during the next award period, **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 003751.
15. You may not work outside of your assigned division or area.