



2009–2010 Application for
Federal Work-Study and/or Institutional Work–Study

Applicants for Federal Work-Study Program must complete the 2009-2010 Free
Application for Federal Student Aid (FAFSA)

NAME _____

SOCIAL SECURITY NUMBER _____ PHONE _____

ADDRESS _____

MAJOR _____

List special skills _____

Were you on the work-study program in 2008-2009? [] Yes [] No

If yes, what department did you work in and who was your Supervisor? _____

Will you receive other financial aid? Yes No At which campus/department would you prefer to work?

Pellissippi Campus/Department/Supervisor _____

Blount County Center/Department/Supervisor _____

Division Street Campus/Department/Supervisor _____

Magnolia Avenue Campus/Department/Supervisor _____

America Reads _____

Community Service _____

Signature _____ Date _____

* OFFICE USE ONLY*

Date _____ Budget _____ Unmet Need _____ [] Eligible [] Ineligible

Acc. Hours _____ Acc. GPA _____ Semester _____ Hours Enrolled _____

[] Federal Work-Study [] Institutional Work-Study [] Amount of Award: \$ _____

Assigned _____

Department

Supervisor

2009-2010

FEDERAL WORK- STUDY

The Federal Work-Study Program is part of an overall financial aid program to aid students in getting an education who otherwise would be unable to because of financial need.

ELIGIBILITY FOR NEW APPLICANTS

- **Must be eligible as determined by the Free Application for Federal Student Aid (FAFSA).**
- **Must be making satisfactory academic progress.**
- **Must have a cumulative grade-point average of 2.0 or better.**

The Financial Aid Office makes all work assignments.

Both the student and supervisor sign work contracts. The student must complete and submit a W-4 and I-9 form (Employment Eligibility Verification). This, with the Social Security card and driver's license, must be brought to the Financial Aid Office. Time sheets and payroll information will be given to the student at that time.

Students must NOT begin work until officially assigned and all paperwork is completed.

REQUIREMENTS TO REMAIN ON THE FEDERAL WORK-STUDY PROGRAM

- Must maintain satisfactory academic progress standards.
- Must maintain good working habits:
 1. Report to work on time.
 2. If unable to work or be on time, notify supervisor.
 3. Complete and sign time sheets on a timely basis.
 4. Conduct and dress should be appropriate to the work environment.

NOTE: If a time sheet is not submitted for one pay period (one month), it will be assumed that the student is no longer working and the contract may be canceled.