

# 2012-2013 Federal Work Study Application

Please submit completed application (please note the additional information on page two) to the Office of Student Financial Services at the address below, email it to [financialaid@bbc.edu](mailto:financialaid@bbc.edu), or fax it to 570.587.8045. Applications must be submitted by **May 1, 2012**. **Note:** *Completion of this form and the FAFSA does not guarantee a position in the program.*

*Please Print*

## Student Information

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone Number(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Year (check one):  Freshman  Sophomore  Junior  Senior  Graduate/Seminary

Desired FWS Participation:  Fall Only  Spring Only  Fall and Spring

If you are expecting to receive grants/scholarships other than those granted by BBC&S, Federal or State governments, please enter the anticipated amount here: \_\_\_\_\_

*Please be aware that failure to notify us of other grants/scholarships may result in dismissal from the Federal Work Study Program.*

## Work Experience (list the two most recent employers)

Employer \_\_\_\_\_ Length of Employment \_\_\_\_\_

Type of Work/Duties \_\_\_\_\_

Employer \_\_\_\_\_ Length of Employment \_\_\_\_\_

Type of Work/Duties \_\_\_\_\_

## Skills and Interests

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Computer experience   | <input type="checkbox"/> Library      | <input type="checkbox"/> Off-campus ( <i>transportation required</i> ) |
| <input type="checkbox"/> Office experience     | <input type="checkbox"/> Security     | <input type="radio"/> Tutor  |
| <input type="checkbox"/> Communication skills  | <input type="checkbox"/> Food service | <input type="radio"/> Office assistant                                 |
| <input type="checkbox"/> Custodial/Maintenance | <input type="checkbox"/> Other _____  | <input type="radio"/> EMT/firefighter                                  |

I have read and understood the regulations on page two and I agree to follow them to the best of my ability.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

Date Received	EFC
SAP Status	Amount of Loan Eligibility
Cumulative GPA	Amount of Scholarships/Grants
Verification/Codes Status	Financial Need
Interview Notes:	
Placement	Supervisor



538 VENARD ROAD | CLARKS SUMMIT, PA 18411  
570.586.2400 | WWW.BBC.EDU

go beyond

## **Work Study Regulations**

The following is a list of the regulations that apply to students that are a part of the Federal Work Study Program. Any violation of these regulations may result in termination from the Federal Work Study Program.

- Students placed in the Federal Work Study Program have demonstrated need through the Free Application for Federal Student Aid (FAFSA).
- Job assignments are based upon the needs of BBC&S and the skills of the student. Students in the Federal Work Study Program are employees of BBC&S and are expected to abide by the regulations of the school.
- The student must establish work hours as well as review his/her job description with his/her assigned supervisor. Each month the supervisor must verify the number of hours worked. Appropriate signatures must be on the time card when it is submitted to the Business Office.
- The student is always expected to be punctual, efficient, and cooperative while performing their job. It is the responsibility of the student to notify the supervisor if he/she is not able to report for work on time. If illness or some other unforeseen circumstance prevents the student's attendance at work, the student must notify the supervisor in advance of his/her absence. **Never** "just fail to show".
- Personal matters are not to be conducted during work hours, nor should friends visit during work hours.
- The student should dress appropriately for the position assignment. The student should always be neat and clean in appearance. The student is expected to behave in a professional manner as he/she interacts with fellow students, faculty, staff, as well as the public while at work.
- The student is not permitted to use any office equipment in the work place for anything other than conducting institutional business.
- In accepting a position under the Federal Work Study Program, the student is agreeing to remain in the assigned position for the time specified. Students can only be terminated from the Federal Work Study Program by the Director of Student Financial Services. However, a student may be dismissed from a particular position by a supervisor. **Note: A supervisor's evaluation of the Federal Work Study student will be completed at the end of each month and become part of the student's permanent file.**
- Students are generally allocated a maximum of 10 working hours a week. Compensation for hours worked is \$8 an hour. Paychecks are issued on a monthly basis and are available by the 10th of each month.
- Time cards must be submitted to the Business Office 5 PM on the first day of the month with the appropriate signatures. If timecards are not submitted on time, the hours worked will be processed the following month.
- The student may be terminated from the Federal Work Study Program if he/she works more than the hours allocated to them without prior permission from the Director of Student Financial Services.
- Each student is terminated from the program at the conclusion of each academic year. A student must submit a FAFSA along with a Federal Work Study Application each academic year to be eligible for the Federal Work Study Program.

