

**MAYLAND COMMUNITY COLLEGE  
FEDERAL WORK-STUDY PROGRAM  
FACT SHEET**



We're here to help you succeed!

**WHAT IS THE FEDERAL WORK-STUDY PROGRAM?**

The Federal Work-Study Program is a federally funded program that provides an opportunity for students to work and earn money to assist with their educational expenses while enrolled at Mayland Community College.

**WHAT ARE THE ELIGIBILITY REQUIREMENTS?**

Students must first complete the current Free Application for Federal Student Aid form (FAFSA). Once the FAFSA has been processed and the student is determined to be Pell eligible, then the student may apply for the work-study program. Students must have a minimum GPA of 2.0 and be enrolled in at least 6 semester hours. Completing a work-study application does not guarantee you will receive a job.

**HOW DO I FIND A WORK-STUDY JOB?**

Students are matched by the Federal Work-Study Coordinator with jobs as closely related as possible to their field of study. Students will then be interviewed by potential work-study supervisors who will select the applicant best suited to their needs. Whenever possible, participation in community service jobs is encouraged.

**IS FEDERAL WORK-STUDY A “JOB”?**

The Federal Work-Study Program is just like having a regular part-time job. You will be expected to report to work regularly and on time, perform your duties to the best of your ability, and call in if you cannot work or will be late for work. Tardiness, absenteeism or poor work performance can lead to an unsatisfactory evaluation and may force a termination of employment.

**HOW MUCH CAN I WORK?**

Students are eligible to work 10 hours per week during non-class hours. The rate of pay is \$7.25 per hour. Students will receive a work-study contract that specifies the dates, assignment and terms of your work-study award. Once a student is hired into the work-study program, they will remain employees of the program for two years or until they graduate as long as they remain Pell eligible and maintain a good work ethic.

**ARE THERE OTHER BENEFITS TO WORK-STUDY?**

This is an opportunity to learn and develop new skills. Work-study provides valuable work experiences that can be included on your resume. Also, work-study is designed specifically to work around your class schedule.

**HOW DO I GET PAID?**

Work-Study students are paid once a month on the last day of the month. Checks may be picked up in the Business Office on pay day between the hours of 8:30 and 3:00pm. Checks not picked-up by 3:00pm will be mailed.

**HOW DO I APPLY?**

Applications are available in the Student Services Department located on the main floor of Gwaltney Hall. Return completed application along with a copy of your class schedule and your resume.

# MAYLAND COMMUNITY COLLEGE

**Federal Work-Study Application** *(With application, please include resume and current class schedule.)*

APPLICANT INFORMATION									
Last Name		First			M.I.	Date			
Street Address				Apartment/Unit #					
City			State		Zip Code				
Phone			E-mail						
Social Security # or Student ID #			Birthdate		Age		Gender		<input type="checkbox"/> M <input type="checkbox"/> F
Curriculum		<input type="checkbox"/> Full time <input type="checkbox"/> Part time		# Credit Hours		GPA			
Have you applied for Federal Financial Aid?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, are you eligible to receive a Pell Grant?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have a need for physical accommodations?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
Have you ever been convicted of any law except minor traffic violations? <i>(A conviction does not necessarily disqualify applicant.)</i>		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
Would transportation be a problem for you if you worked off campus?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		List specific area in which you would like to work, if any			
List any skills or training you have had that might help you in your job <i>(i.e. computer skills, food service, worked with children, tutoring, clerical/receptionist, library work)</i>									
Check the days and list the hours you will be available to work. <i>(Work cannot be scheduled during class time.)</i>									
<b>(X)</b>	<b>Days</b>			<b>When Available (From &amp; To)</b>					
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
REFERENCES									
<i>Please include three references which may be contacted concerning your potential employment.</i>									
Full Name		Relationship							
Company (If work reference)		Phone		( )					
Address									
Full Name		Relationship							
Company (If work reference)		Phone		( )					
Address									
Full Name		Relationship							
Company (If work reference)		Phone		( )					
Address									

**PREVIOUS EMPLOYMENT**

Company				Phone	(    )
Address				Supervisor	
Job Title		Duties			
Are you still employed with this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason for leaving		
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Company				Phone	(    )
Address				Supervisor	
Job Title		Duties			
Are you still employed with this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Reason for leaving		
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

**Please write a short statement describing your current financial situation and how you would benefit from being part of the Federal Work-Study Program.**

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

I understand that this is an application and not a contract to work. I understand that completing this application does not guarantee that I will be placed in the Work-Study Program. If selected, I understand I may work a maximum of 10 hours per week up to my awarded Work-Study amount. **After being selected, to continue in the Work-Study Program, I understand that I must remain Pell eligible, maintain a minimum GPA of 2.0, be enrolled for a minimum of six credit hours and have satisfactory job performance.**

Signature	Date
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**Equal Opportunity Information**  
State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. The information requested above will in no way affect you as an applicant.