



# Mount Wachusett Community College

444 Green Street, Gardner, MA 01440-1000  
Financial Aid Office (978) 630-9169

## **Academic Year 2009-2010**

TO: Mount Wachusett Community College Students  
FROM: Scott Farris, Associate Director of Financial Aid  
SUBJECT: Federal Work-Study Interest Form

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Federal Work-Study (FWS) is a student financial assistance award available to students to help pay for educational expenses. FWS is a part-time job, on-campus or at a non-profit agency off-campus, usually for approximately 10 hours/week.

### Eligibility:

Students should be enrolled at least half-time (6 credits/semester), be making satisfactory academic progress, and demonstrate financial need.

### Forms Needed:

As part of the eligibility determination each applicant must have completed the 2009-2010 Free Application for Federal Student Assistance (FAFSA), the 2009-2010 Mount Wachusett Community College Financial Aid Application, and any other requested documents.

Students approved for FWS will have an orientation with the Payroll Office, and will complete a current year W-4 form and a Form I-9 (Employment Eligibility Verification) required for all college employees. This must take place before the student can begin working. Some positions require a CORI check as well.

### Awards:

Awards are typically \$2400 for the academic year to be paid at the rate of \$8.00 per hour, however, this may vary depending on your individual eligibility. Your exact earnings will be based on the actual number of hours worked.

### Taxes:

FWS employment is taxable income. Students may select the "exempt" status on the W-4 if there will be no tax liability. Recipients of unemployment compensation and social security should verify the effect of FWS on their benefits with someone from the providing agency.

**Mount Wachusett Community College  
Federal Work Study Interest Form/Application**

Start Term:     Fall 2009     Spring 2010     Summer 2010

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Soc. Sec #: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Telephone : \_\_\_\_\_ Email: \_\_\_\_\_

Your Academic Major: \_\_\_\_\_

Specific Office of Interest, if any:

\_\_\_\_\_

Personal Skills (typing, data processing, word processing, etc)

Some positions require specific skills. To assist us in placement, please indicate if you have any of the following skills:

- |  |  |
|--|--|
| <input type="checkbox"/> Light Typing skills               | <input type="checkbox"/> Data Entry skills             |
| <input type="checkbox"/> Good Typing skills                | <input type="checkbox"/> Word Processing               |
| <input type="checkbox"/> Filing, general office experience | <input type="checkbox"/> Computer skills               |
| <input type="checkbox"/> Reception, answering phones       | <input type="checkbox"/> Other (please indicate below) |

\_\_\_\_\_

\_\_\_\_\_

Interest in being a Reading or Math Tutor in a local school system or agency

Interest in working at a Community Service, off-campus worksite

Confidentiality:

As a result of your job assignment through the Federal Work-Study Program, you may be exposed to information of a confidential nature. You have the same responsibilities as a college employee to protect the confidentiality of this information. You cannot divulge information to anyone without prior approval. This confidentiality is particularly important in the area of student grades, financial information, or other information contained in the student database.

I understand and agree to abide with the confidentiality requirements, and understand that failure to uphold the requirements will result in dismissal from the FWS program.

Student Signature: \_\_\_\_\_

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