

## Work-Study Application

### Instructions:

1. **Print legibly.**
2. **Students who are currently enrolled at Judson College must submit both the Free Application for Federal Student Aid (FAFSA) and Work-Study Application to the Judson College Financial Aid Office before May 1, 2019 to be considered for a work-study placement. Judson's school code is 001023.**
3. **Students who are newly accepted to Judson College must submit Work-Study Application and résumé within two weeks of receiving the application.**
4. **Applicants who have never had a work-study job before must submit a résumé with their application to the Judson College Financial Aid Office. The résumé should include a detailed work history, educational history, and any extra-curricular activities in which you have participated.**

Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Campus Mailbox: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I am applying for:

Both Fall & Spring       Fall Only       Spring Only

Academic Level (Circle One):    Freshman      Sophomore      Junior      Senior

Please list your top three requests for job placement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\*A list of job placements offered by the College can be found online at <http://www.judson.edu/admissions/financial-aid/>.

### Student Agreement – Terms of Employment

The Judson College Financial Aid Office offers employment to students as part of their financial aid package if they submit the student employment application to the Financial Aid Office. However, students must reapply each academic year to renew their employment.

Each student agrees to the following terms of student employment when she signs an application for student employment:

1. You (the student) are not authorized to begin employment or receive compensation for hours worked until (i) you receive placement paperwork authorizing your eligibility, (ii) your supervisor signs the placement form, (iii) you complete all tax forms, and (iv) all forms are received by the Financial Aid and Business Offices. Any work performed before these items have been completed will be considered a donation of your time. The job placement form sent to your

supervisor will specify the exact beginning and ending dates of authorized employment, the hourly pay rate, and the maximum allowable gross earnings for that authorization period. These forms must be completed and returned to the Financial Aid Office within one week of receipt of the forms. Failure to return these forms within one week may result in forfeiture of your job.

2. If you wish to renew your student employment, you must submit a new Free Application for Federal Student Aid and an application for student employment by May 1<sup>st</sup> for approval in the following year. Any other forms requested by the Financial Aid Office must be submitted within 30 days of the request. Requests for additional paperwork will be made by email, campus mail, or mailed to your home address.
3. Work hours may vary according to your class schedule and a supervisor's schedule. You may not exceed the total allowable gross earnings for each semester. An employment award is subject to revision if you receive additional financial aid that was not considered at the time your employment was made.
4. You must maintain academic good standing and satisfactory progress (as defined in the Academic Catalog) to be eligible for student employment. Students who are on academic or social probation are not eligible for work-study jobs.
5. Violation of the following rules could result in immediate termination: unauthorized disclosure of confidential information, or falsifying information; improper use of any College property; and falsification of hours worked. If a supervisor deems it necessary to terminate a student's job, the student should receive a written notice stating the justification for the termination.

I hereby understand and agree to these terms of employment. In addition, I authorize the Judson College Financial Aid Office to release my information contained on this application and on my attached résumé for the purpose of assisting me in locating a student employment position on campus.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

For Financial Aid Office use only

Data Application Received: \_\_\_\_\_

Date Résumé Received: \_\_\_\_\_

Date FAFSA received: \_\_\_\_\_

Date Verification Paperwork Received (if required): \_\_\_\_\_

EFC: \_\_\_\_\_

Student Awarded Work Study: Y N

Job Placement: \_\_\_\_\_