Application for Federal Work-Study

Before work study applications are processed, a student is required to complete the Free Application for Federal Student Aid (FAFSA) and a FWS application.

Federal Work-Study students are paid on a monthly basis at a rate of $7.25 per hour on campus and variable rate for off campus and tutoring positions. Students who are awarded work-study are required to complete tax paperwork and a criminal background check will be done before an applicant is placed in an Off Campus position. Work-study students are not allowed to work more than 19 hours per week and cannot work during their scheduled class time. If you apply and are approved for a job, you must take into consideration your transportation, class schedule and other obligations to decide if you can commit the time to this job.

Completing a FWS application does not guarantee that you will receive a job. Applications are maintained on file for the academic year in which you apply. Each department that is approved to hire work-study students can review the applications at any time and will contact you for an interview.

Please return the application to:

Shelton State Community College
Office of Student Financial Aid
9500 Old Greensboro Road
Tuscaloosa, Alabama 35405
FEDERAL WORK STUDY
APPLICATION FOR EMPLOYMENT

The Federal Work Study Program is a Federal Program which provides part-time employment while attending school. In order to be eligible for Federal Work Study, the student must have financial need. To determine need, the student must apply for financial aid using the Free Application for Federal Student Aid. Work skills and experience are also given consideration in selecting applicants for the limited Positions.

Name_____________________________SSN:________________________ D.O.B ____________

Address__________________________________________________________________________

City                              State                     Zip

Telephone:__________  College Major:____________________________

Areas of the college you may be interested in working:_____________________________________

What term do you wish to begin working:_______________________________________________

Extra skills or experience you have (including computer):___________________________________

________________________________________________________________________________

Are you currently employed? __________ If yes, where? ____________________________________________

**Do you receive Veterans Education Benefits through the G.I. Bill, National Guard/Reserves or the Survivors’ and Dependent’s Education Assistance Program? Yes: __________ No: ___________________

It is the official policy of the Alabama State Department of Education, including post-secondary institutions under control of the State Board of Education, that no person in Alabama shall be denied admissions on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

I certify that the information I have provided on this application is true to the best of my knowledge and belief. I understand that any misrepresented information may be grounds for termination.

________________________________________________________________________________________

(Applicant Signature)  (Date)

NOTE: Shelton State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued there under, to the end that no person in the United States will, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Shelton State Community College to be in accordance that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Financial Aid Use Only:
Unmet need_________
EFC_________
Satisfactory Academic Progress will be measured each term at Shelton State Community College. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student’s responsibility to read and understand all policies associated with financial aid funding.

**GPA requirements for long-term certificate and degree seeking students**

- If the student has attempted 0-21 hours they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

**Completion rate (attempted class hours) required by long-term certificate and degree seeking students**

- If the student has attempted 0-21 hours they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.

**GPA requirements for short-term certificate (24-29 credit hours) students**

- If the student has attempted 12 or more hours they must maintain a 1.5 GPA.
- If the student has attempted 24 hours they must maintain a 2.0 GPA.

**Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students**

- If the student has attempted 12 or more hours they must maintain a 58% completion rate.
- If the student has attempted 24 hours they must maintain a 67% completion rate.

**Additional regulations**

- Students are only allowed 150% of the programs length to complete the degree or certificate.  
  - Example: General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted timeframe your grant will be suspended.
- Transfer hours will be included in the calculations.
- Transitional courses will be included in the calculations.
- If you do not meet any of the requirements listed you will be given one warning semester in which you will be eligible to receive aid.
- After the warning semester you must have the required GPA or completion rate to continue to receive financial aid assistance.
- If your funds are suspended you are able to appeal one time based on any mitigating circumstances.

**Financial Aid Appeal**

- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances.
- Students must submit the appeal and all documentation pertaining to the appeal.
- Submitting a Financial Aid Appeal is NOT an automatic approval.
- The Financial Aid Committee will meet each term to review the appeals submitted before each meeting.
- Students will be notified of the decision made by the committee by e-mail.
- Students must follow the terms of their appeal plan if approved or their Financial Aid will be suspended.