

Summer 2010 Student Employment Application

All FWS (Federal Work Study) or ECE (Eastern Campus Employment) Student Workers

1. Must be an EU (includes Palmer, Esperanza, & CCGPS) student enrolled in classes for the current year's spring term AND be enrolled at least half time for classes in the immediate upcoming fall term.
2. May not work more than a total of 40 hours per week.
3. Must have a valid W-4 form and I-9 form on file with Student Employment.
4. Must complete a new employment contract BEFORE beginning work. (Contracts will be sent by campus mail to all eligible summer workers starting April 19th.)
5. Must read the Student Employment Handbook posted on Eastern's web site.
6. Must properly submit documentation of hours worked in a timely manner.
7. Must contact the Housing Office for determination of eligibility and rules regarding room remission for summer student workers.

For FWS Eligibility:

- ⇒ **This form must be turned into the Student Aid Office in the Mall Cottage by March 19th.**
- ⇒ Eastern's Student Aid Office must receive valid, usable results of the student's Free Application for Federal Student Aid (FAFSA) by **March 19th**.
- ⇒ ALL Financial Aid paperwork (i.e. Verification) needed for the student's upcoming academic year must be complete *AND* on file in the Student Aid Office by **March 19th**.
- ⇒ Students must be registered full-time for Fall 2010.
- ⇒ **When all due dates are met, decisions about summer FWS eligibility will be available by April 5th.**
- ⇒ Students who do not meet these deadlines may not be eligible for Summer FWS employment. Please still submit this form and you will be contacted by the Student Employment Office as soon as a decision has been made regarding your eligibility.
- ⇒ FWS earned during the summer is counted against the total award offered for the academic year.
- ⇒ FWS is not a guaranteed Federal program. It is need-based aid and must be applied for each year. If you are not eligible for FWS, you will automatically be given ECE.
- ⇒ **May 9th** is the first day that summer student workers are eligible to work. However, students are not required to start working that day.
- ⇒ **Please contact Andréa Ruth- aruth@eastern.edu- with any questions.**

Our signatures below indicate that we have reviewed the process and due dates for summer Student Employment.

I am interested in eligibility for FWS or ECE (Please check one box.)

Print Student Name: _____ EU ID# _____

Student Signature: _____ Date: _____

Department Name: _____

Print Supervisor Name: _____

Supervisor Signature: _____ Date: _____