

# Summer 2012 Student Employment Application for Federal Work Study (FWS)

## **All Federal Work Study (FWS) Student Worker Applicants:**

1. Must be an EU (includes Palmer, Esperanza, & CCGPS) student enrolled in classes for Spring 2012 AND be enrolled full time for classes in Fall 2012.
2. Must file a 2012-2013 Free Application for Federal Student Aid (FAFSA) by March 16.
3. Must submit ALL requested Financial Aid paperwork (i.e. Verification) needed for the 2012-2013 academic year by March 16.
4. Must complete and return this form to the Financial Aid Office in the Mall Cottage by March 16. This is not a work contract.
5. Must read the Student Employment Handbook posted on Eastern's website.
6. May not be a Resident Assistant for Fall 2012/Spring 2013.
7. May not be in jeopardy of not making Satisfactory Academic Progress (SAP).
8. Must have a valid W-4, I-9, and Residency Certification on file with Student Employment.
9. Must contact the Housing Office for determination of eligibility and rules regarding room remission for summer student workers.

### **When all due dates are met, decisions about Summer FWS eligibility will be available by April 6.**

- ✓ Must complete a new employment contract BEFORE beginning work. (Contracts will be sent by campus mail to all eligible summer workers starting April 16.)
- ✓ May not work more than a total of 40 hours per week.
- ✓ Must properly submit documentation of hours worked in a timely manner by using the Time Sheets posted online- [www.eastern.edu/centers/finaid/student\\_employment](http://www.eastern.edu/centers/finaid/student_employment)

### **Keep in mind:**

- 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 Coordinator 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 eligible for ECE.
- **May 13** 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](mailto:aruth@eastern.edu)- with any questions.**

Our signatures below indicate that we have reviewed the process and due dates for Summer Student Employment. We also understand that this is not a guarantee of employment.

Print Student Name: \_\_\_\_\_ EU ID# \_\_\_\_\_

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

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

Print Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_