

**WEST VIRGINIA STATE
OFFICE OF STUDENT FINANCIAL ASSISTANCE
FEDERAL WORK STUDY REQUEST**

DATE:	FULL NAME:	STUDENT ID NUMBER:

WORK HISTORY:

(Please include any paid or volunteer work. If none, write none.)

EMPLOYER	JOB TITLE	WORK DATES <i>(From/To)</i>

MAJOR/DEGREE:

(For example: Biology/BS or Merchandising/AA)

CUMULATIVE G.P.A.:

(If none, write 0)

HOURS COMPLETED:

(If none, write FT Freshman)

EXTRACURRICULAR ACTIVITIES:

(For example: Athletics, Band, Student Government, etc----If none, write None)

- All items on this form must be completed. If any items are left blank, your request will not be processed.
- In order to qualify for Federal Work Study, you must complete the FAFSA and demonstrate financial need.
- If you are awarded Federal Work Study, you must report to the Career Services Office, in Wallace Hall-Room 216, before you can begin work. Federal Work Study provides a job to help with college expenses. You will be assigned to a job, either on campus or at a community service site, and will be required to work specified hours, generally working around your school schedule, and perform job duties as assigned by your supervisor. You may need to use your paycheck to pay tuition and fees, room and board and books.
- If you are awarded Federal Work Study, you must complete your financial aid file before you can begin work. Completing your financial aid file means that you have turned in all requested documentation and your financial aid is authorized for disbursement.
- You cannot receive Federal Work Study if you are on financial aid suspension.
- Submit this form to the Office of Student Financial Assistance: Ferrell Hall, Room 324 or mail to: WVVSU, Office of Student Financial Assistance, P.O. Box 1000, A324, Institute, WV 25112.