



Federal College Work Study Application – 2017-2018

Requirements:

You must meet the following minimum requirements for participation in the Federal College Work Study Program:

- Complete the FAFSA to determine award eligibility
- Complete all sections of the college work study application
- Enroll in at least one curriculum course (3-credit hrs.). Must be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award after you have accepted or declined your financial aid offers

Employment Disclaimer:

Pursuant to section 41-1-110 of the code of laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency. Your financial aid and enrollment eligibility has to be verified before a job interview can be scheduled. Job interviews are mandatory for placement. Background checks and completion of all HR paperwork including a W-4 and I-9 E-verification are mandatory for all new hires.

How to Submit Application:

After completing the application, print out the document, sign and date where indicated, and submit to one of the following locations:

- Conway campus: Career Resource Center (CRC) – Bldg. 1100, Rm. 123 (across from Admissions)
- Grand Strand campus: Admissions Office – Front Desk – Bldg. 200 (student lounge)
- Georgetown campus: Main Office - Bldg. 100 (Front Desk)

CRC Contact Information:

Questions about Work Study? Call and speak with a CRC specialist or visit the Career Resource Center (CRC)

- Phone Number: (843) 349-7899 Email Address: careerresourcecenter@hgtc.edu
- Location: Conway campus - Building 1100 (Room 123)
- Physical Address: 2050 Hwy. 501 East Conway, SC 29528

Horry Georgetown Technical College – Federal College Work Study Application – 2017-2018

Federal Work Study Requirements

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- Be enrolled in at least one curriculum course (3-credit hrs.) and be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award

Applicant Contact Information REQUIRED

Applicant's Name	H#
Email Address (Primary):	Email Address (Secondary):
Cell #	Alternate Phone #

Applicant Qualifications REQUIRED

Have you completed a FAFSA for 2017-2018? Yes ___ No___ Which semester(s) do you want to work? Fall ___ Spring ___ Summer ___

Are you enrolled in at least one course (3 credit hours)? Yes ___ No___

What is your major? _____ What is your anticipated graduation date? _____

Have you ever participated in college work study? Yes___ No___ If yes, when and which department? _____

Skills and Strengths – Check all that apply.

- Microsoft Office (MS Word, Excel, PowerPoint, Publisher, etc.)
- Graphic Design (Photoshop, Illustrator, Pagemaker, etc.)
- Administrative/Customer service support (answer multi-line phone systems, filing, greeting clients, meeting with people, etc.)
- Education support (tutoring, after school programs, instruction, etc.)
- Other: _____

In the space below, please indicate the hours and days are you available to work. (Please review your current class schedule and note specifically which days and times you can work. Be specific (for example, "when I am out of class" is not specific. However, "Monday 1-3pm" is specific).

Which location do you prefer? Conway _____ Grand Strand _____ Georgetown _____ Off-campus _____

Mon _____ to _____ Tue _____ to _____

Wed _____ to _____ Thu _____ to _____ Fri _____ to _____

OPEN POSITIONS Visit www.collegecentral.com/hgtc to view listings. Select Work Study option.

1) _____ job # _____ 2) _____ job # _____

3) _____ job # _____ 4) _____ job # _____

I give permission to HGTC to review and verify any of the information provided in order to determine my eligibility for college work study. Submission and review of this application is **neither a guarantee of placement in a work study position nor a guarantee of position availability given or implied.** I will adhere to all requirements and policies regarding participation in the college work study program if hired through the program.

Student's Signature : _____

Date of Application: _____

Internal Processing For CRC Use Only

CRC Staff Initials: _____ In-take Date: _____

Eligible: Y N Eligible Hours per week: _____