Federal College Work Study Application Instructions

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 are subject to verification before a job interview is 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 (Main Office Front Desk)

CRC Contact Information:

Questions about Work Study? Call and speak with a CRC Assistant 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
# Federal Work Study Requirements

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

- Complete the FAFSA to determine award eligibility
- 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

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>H#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address (Primary):</td>
<td>Email Address (Secondary):</td>
</tr>
<tr>
<td>Cell #</td>
<td>Alternate Phone #</td>
</tr>
</tbody>
</table>

## 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 you are 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).**

<table>
<thead>
<tr>
<th>Which location do you prefer?</th>
<th>Conway</th>
<th>Grand Strand</th>
<th>Georgetown</th>
<th>Off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon __________________ to __________</td>
<td>Tue __________________ to __________</td>
<td>Wed __________________ to __________</td>
<td>Thu __________________ to __________</td>
<td>Fri __________________ to __________</td>
</tr>
</tbody>
</table>

## OPEN POSITIONS – Visit [www.collegecentral.com/hgtc](http://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: ______________ |

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