



Financial Aid Office

2022-23 Federal Work-Study Application

Complete this form, sign, date and drop off at the Financial Aid office, SSC L177; mail to Manchester Community College, Financial Aid, Great Path, MS #11, P.O. Box 1046, Manchester, CT 06045-1046, fax to 860-512-3381, or upload through the portal at <https://cscu.easy-forward.com>. For more information, contact Financial Aid at 860-512-3380. Please attach a resume to this application. For assistance with resume development, please contact the Career Services office.

STUDENT INFORMATION

First Name	MI	Last Name	Banner ID Number	
Street Address				
City			State	Zip
Phone Number		Email (please print)		
Major			Expected Graduation Date (Semester/Year)	
Share your career aspirations:				

EMPLOYMENT INFORMATION

List your past employers beginning with the most current:

What type of skills do you possess? Please check all that apply: <input type="checkbox"/> Answer telephones <input type="checkbox"/> Filing <input type="checkbox"/> Computer <input type="checkbox"/> Tutoring <input type="checkbox"/> Keyboarding/word processing <input type="checkbox"/> Working with children <input type="checkbox"/> Other (specify) _____	Do you speak more than one language? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify:
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What are your best asset(s) you would bring to a position?

Where would you like to work? Please check all that apply: <input type="checkbox"/> Off-campus (community service such as a school or a non-profit organization) <input type="checkbox"/> On-campus (department)	Do you have transportation for off-campus jobs? Yes <input type="checkbox"/> No <input type="checkbox"/>
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What type of work would you like to do?



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Federal Work-Study Statement of Understanding

Please read, sign and date.

I understand to be eligible for the work-study program:

- I must apply to be admitted at Manchester Community College and be matriculated in a financial-aid-eligible associate degree or certificate program.
- I must apply for financial aid each academic year and demonstrate financial need for employment based on federal and state standards. I must check my eligibility for work-study funds with the Financial Aid office before submitting this form.
- I may be asked to post my resume on College Central Network (www.collegecentral.com/manchester) and use the system to review/apply for on-campus positions available.
- I will log into my MCC student email account regularly to check for announcements about available work-study positions.
- I must be enrolled for at least six credits while I participate in the work-study program to avoid penalties.
- I must maintain satisfactory academic progress.
- I will not work more than 17 work-study hours per week while classes are in session.
- I may be required to participate in trainings or informational workshops.
- I will complete the background check process as required.

I understand that federal work-study positions are NOT guaranteed for all eligible students. By completing and submitting my application, I authorize the Financial Aid office to release my application information and resume to supervisors hiring students, which may include off-campus agencies/schools. I understand my federal work-study eligibility may change if I receive resources such as scholarships or if I enroll part-time.

Student Signature

Date

FOR OFFICE USE ONLY

Date Received _____ / _____ / _____

Reviewed By _____

	Referrals:	Send By (Initials)	Date
1			
2			
3			
4			