

FEDERAL WORK-STUDY FACTS

LANIER TECHNICAL COLLEGE



WHAT IS WORK-STUDY?

Work-study is federally funded employment either on or off campus.

This program is designed to give students the chance to work part-time to help meet the costs of postsecondary education.

WHAT ARE THE REQUIREMENTS?

Students must first complete the 2011-2012 Free Application for Federal Student Aid form. Once the FAFSA has been processed and the student is determined to be eligible for federal financial aid, then the student may apply for the work-study program. Students must be in good standing according to the Satisfactory Academic Progress policy for the college and must be enrolled in a Pell eligible program in order to be placed in a work study position at the College. Students are matched to their area of interest and skill level depending on availability of placements. Whenever possible, participation in community service is encouraged.

HOW MUCH CAN I WORK?

Students are eligible to work an average of 20 hours per week during scheduled class days. The rate of pay is \$7.50 per hour. No student can receive Federal Work Study benefits for more than 8 semesters during his/her entire enrollment at Lanier Technical College. This limitation is in place to ensure that FWS funds are equitably disbursed to eligible students.

ARE THERE OTHER BENEFITS TO WORK-STUDY?

This is an opportunity to learn and develop new skills. Work-study provides valuable work experiences that can be included on your resume. Your hours of work may be scheduled around your class times.

HOW DO I GET STARTED?

Students who have completed the FAFSA form and have been notified that they are eligible for federal assistance may complete a Federal Work-Study application. This application should be submitted to the Financial Aid Office. You will be notified of your eligibility for a work-study position, as well as the positions that are currently available.

The Department of Technical and Adult Education and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all education programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services. The Department and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

2011-2012 FEDERAL WORK-STUDY APPLICATION

The Federal Work-Study program provides part-time jobs for students with **financial need**, allowing them to earn money to help pay educational expenses. This program encourages community service work and work

related to your course of study. **Participation in this program is based on financial need, the availability of jobs and the funding provided to Lanier Tech by the Department of Education.** Students may apply by completing the FAFSA and this Federal Work-Study application.

Please complete this application if you want to be considered for a campus job in the Federal Work-Study program.

NAME	SS#
PHONE NUMBER	PROGRAM OF STUDY
CHECK THE FOLLOWING QUARTER THAT YOU WISH TO BE CONSIDERED FOR A CAMPUS JOB WHILE ATTENDING LANIER TECH.	
<input type="checkbox"/> SUMMER 2011 <input type="checkbox"/> FALL 2011 <input type="checkbox"/> SPRING 2012 <input type="checkbox"/> SUMMER 2012	
DO YOU HAVE SKILLS IN THE FOLLOWING AREAS? PLEASE CHECK ALL THAT APPLY.	
<input type="checkbox"/> TYPING <input type="checkbox"/> DATA ENTRY <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> SPREADSHEET <input type="checkbox"/> GENERAL OFFICE SKILLS <input type="checkbox"/> BOOKKEEPING SKILLS <input type="checkbox"/> RECEPTIONIST SKILLS <input type="checkbox"/> COMPUTER PROFICIENCY IN DESIGN <input type="checkbox"/> COMPUTER PROFICIENCY IN DATABASE <input type="checkbox"/> COMPUTER PROFICIENCY IN GRAPHICS	
WHICH OF THE FOLLOWING JOBS WOULD YOU BE WILLING TO LEARN/PERFORM? PLEASE CHECK ALL THAT APPLY.	
<input type="checkbox"/> ANSWERING PHONES <input type="checkbox"/> FILING <input type="checkbox"/> CLERICAL / RECEPTIONIST WORK <input type="checkbox"/> PHOTOCOPYING/STAPLING <input type="checkbox"/> LIBRARY WORK (SHELVING BOOKS, ASSIST STUDENTS WITH INTERNET) <input type="checkbox"/> FACULTY ASSISTANT <input type="checkbox"/> BUSINESS OFFICE CLERICAL SUPPORT <input type="checkbox"/> STUDENT ACTIVITIES CLERK (DESIGNING FLYERS, SETTING UP EVENTS)	
CAN YOU WORK AT NIGHT?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, WHICH NIGHTS?	
<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY	

IF YES, WHAT TIME?

_____ 4 PM – 7 PM OR 5 PM – 10 PM

PLEASE LIST THE DAYS AND HOURS YOU WILL BE AVAILABLE TO WORK.

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

PLEASE LIST YOUR PREVIOUS WORK HISTORY

COMPANY NAME:

DESCRIPTION OF JOB DUTIES:

PERSONAL COMMENTS (SPECIAL QUALIFICATIONS OR OTHER EXPERIENCE NOT LISTED ABOVE)

SIGNATURE

DATE

Please return this form to:
Financial Aid Office
Lanier Technical Institute
2990 Landrum Education Drive
Oakwood, GA 30566