

Federal Work-Study Request 2024-2025

Lakeland ID Number (LID)

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Last Name: _____

First Name: _____

Phone Number: (____) _____

What is Federal Work-Study (FWS)?

Federal Work-Study is a federal student aid program that provides part-time employment while you are enrolled in school to help pay for educational expenses.

What are the Benefits of Federal Work-Study?

- Unlike other forms of income, earnings from a Federal Work-Study job do not affect financial aid eligibility for the upcoming academic year. You will still be required to report your work-study earnings on the FAFSA, but they will not count in the calculation that determines your eligibility.
- Federal Work-Study allows you to earn funds to pay for your education, which could reduce the amount of money that you need to borrow.
- You may gain experience in your field of study.
- Typically, your work schedule works around your class schedule.
- Most work-study jobs are right on campus.

What do you need to know if you are offered Federal Work-Study?

- You may work up to twenty-five hours per week on campus while classes are in session and up to forty hours per week during scheduled college breaks and summer term.
- You must be enrolled in at least six credit hours during each semester you are working. If you are not enrolled in summer, you must be registered in at least 6 credit hours in the upcoming fall semester to be eligible to participate in Federal Work-Study.
- You must be meeting Satisfactory Academic Progress (SAP) requirements to participate in Federal Work-Study.
- If you are awarded Federal Work-Study, it may reduce the amount of loan funds for which you are eligible.
- To determine what Student Employment jobs are available on campus, visit the Lakeland Human Resources portal at: myportal.lakelandcc.edu/web/departments-human-resources/jobs.

☐ I would like to be considered for the Federal Work-Study Program. I have read and understand the information above.

☐ By checking this box, I am agreeing to have my loans reduced, if necessary, to receive Federal Work-Study.

Student's Signature: _____

Date: _____

Complete this form and return:*

By Fax: 440.525.7704

By Mail: Lakeland Community College

By [Secure Upload](#): Visit lakelandcc.edu/financialaid

In Person: Lakeland Student Service Center

- 7700 Clocktower Drive • Kirtland, OH 44094-5198
- Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link (myLakeland login credentials required)
- located in Building A-1003

**Please do not send documents through email as it is not secure.*

_____ For Office Use Only _____

Date Completed: _____

Initials: _____

Eligible: _____

Not Eligible: _____

Comments: _____