



2024-2025 Federal Work-Study Form

Name _____ Student ID Number _____

To participate in the Federal Work-Study (FWS) Program, submit completed form to:

Brandee Burt, Office of Financial Aid & Scholarships Work-Study Advisor, at brandee.burt@slcc.edu.

- The completed form must be submitted **at least five to seven days prior** to your employment start date as determined by you and your supervisor. A delay in submitting this form will result in a delay in your start date.
- Your completed form will be sent to SLCC Human Resources to complete the employment process. Once Human Resources has received this form, they will contact you by email to schedule a meeting to complete and submit the remaining required paperwork.

Federal Work-Study funds are earned as you work. Federal Work-Study employees are not allowed to work during scheduled class times.

Work Schedule Day/Time:

Day	Fall Work Schedule	Spring Work Schedule
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Supervisors: Complete the Work Study PAF (Personnel Action Form) on Etrieve.

*****Students:** As the Federal Work-Study program is based on a calculation of financial need, any changes in your financial aid eligibility may impact your eligibility for Federal Work-Study funds. As the student, it is your responsibility to relay this information to your supervisor.

By signing this form, you (the Federal Work-Study employee) and you (the supervisor) confirm that scheduled work hours will not overlap with scheduled class time.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Supervisor Name Printed _____

Salt Lake Community College is an equal opportunity institution providing education and employment opportunities without regard to race, color, national origin, age, sex, or disability. Inquiries concerning the application of Title X or Section 504 may be referred to Salt Lake Community College (Director, Human Resource/Equal Opportunity, 160 Administration Bldg., 957-4210) or to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294). If you need special accommodations to attend SLCC, please contact our office at (801) 957-4291.