

Federal Work Study/Student Worker Information

Work Study Eligibility:

The first step in the employment process is determining if you qualify for the Federal Work Study Program.

Qualified Students:

1. Will have completed the FAFSA listing Heritage's school code **030893**
2. Will have completed the verification process if chosen for verification
3. Will have not declined the Federal Work Study (FWS) program on the FAFSA
4. Will receive a Federal Work Study Application from Financial Aid Office
5. Will have enrolled in the new academic year

Note: If a student says no to Work Study on their FAFSA or leaves the Work Study question blank, they will not be considered for FWS. If the student later decides that they want to participate in FWS, they must go to the FAO and complete the application process.

Federal Work Study Students:

Financial Aid Office must receive a Federal Work Study/Student Employment Application from the student in order for them to be considered for any student position. Federal Work Study is not a scholarship, but a chance to earn money for college. Please note that Heritage does not guarantee that any student who qualifies for the Federal Work Study Program will be given a job. **Federal Work Study cannot be included towards your payment plan.**

General Student Employment Information:

Student positions for the upcoming fall semester will be posted online starting in mid-July. The FAO suggest that students contact departments directly at the number or email provided on the student position listing which is available in the FAO and also online under employment opportunities and student openings. The departments can then give further information about the job and/or schedule an appointment to meet with the student about employment. The FAO will give copies of student applications to hiring departments or the students themselves upon request.

Student positions are generally 20 hours a week or less. The department will advise you of the hour requirements of the job and discuss your schedule.

After you are hired:

Once you have been informed that you have been chosen for a student position, you must fill out a Student Employment Packet. You may not work until the FAO has received the hiring paperwork and the Student Employment Packet. Please bring two forms of ID (i.e.: driver's license, SS card) to successfully complete the Student Employment Packet.

You will have the option to authorize any percentage of your check to be sent directly to the Business Office to be applied to your school bill for your convenience which you may change or cancel at any time.

If you have any questions, you may contact the FAO at 800-297-6351 ext. 226, via email at iminard@heritagebiblecollege.edu, or by visiting the FAO located in the Alphin Ellis Learning Center.