



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Allegheny Campus 808 Ridge Avenue Pittsburgh, PA 15212 Ph: 412.237.2589 FAX: 412.237.3171
Boyce Campus 595 Beatty Road Monroeville, PA 15146 Ph: 724.325.6602 FAX: 412.237.3173
North Campus 8701 Perry Highway Pittsburgh, PA 15237 Ph: 412.369.3656 FAX: 412.237.3175
South Campus 1750 Clairton Road West Mifflin, PA 15122 Ph: 412.469.6241 FAX: 412.237.3177

2020-2021 Work-Study Application

Complete all questions on this application and return it to the Financial Aid office at the campus you are attending. See back of application for specific information on the Work-study Program.

Student Name: _____ SS# or ID#: _____

Current Address: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Major: _____ Credits this term: _____

Request work for: [radio] Fall [radio] Spring [radio] Summer

Are you able to work evenings/Saturdays? [radio] Yes [radio] No

Work experience: (on or off-campus) _____

Clubs and Activities: _____

- Special skills/preference: [radio] Art/graphics [radio] Child care* [radio] Computer lab [radio] Tutor/reading* [radio] Facilities
[radio] Tutor/math* [radio] Lab assistant [radio] Student life [radio] Maintenance [radio] Media center
[radio] Fitness Center [radio] Library [radio] Lawn care/laborer [radio] General office help

*Special Clearances Required and or Skills Required

Computer knowledge/skills/packages: _____

_____ Words per minute _____ MS Word _____ MS Excel _____ Web page development

_____ MS Access Other: _____

- At which Campus or Center would you prefer to work? [radio] Allegheny [radio] Boyce [radio] North [radio] South
[radio] Braddock Hills Center [radio] Homewood-Brushton Center [radio] Washington Crown Center [radio] West Hills Center

Has a department or supervisor requested that you work at their office? _____

Student Signature: _____ Date: _____

Office use only

Eligible: [radio] Yes [radio] FWS (509) [radio] IWS (508)
[radio] No Reason: _____

Table with 4 columns: Award Type, Fall, Spring, Summer. Rows: Total Award, Total Hours, Weekly Hours.

Assignment: _____ Semester: _____

Supervisor: _____ Department Location: _____



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What is the Federal Work-study Program?

The Federal Work-study Program is a program that provides an opportunity for students to work and earn money to assist with their educational expenses while enrolled at least half-time (six credit hours) at CCAC.

How do I get on the Federal Work-study Program?

Students must complete a work-study application and a Free Application for Federal Student Aid (FAFSA). Students must have financial need as determined through the results of the FAFSA. The amount of your work-study award will be based upon your financial need for funds, as well as the availability of jobs on campus. **Students must be in good academic standing according to federal financial aid guidelines to be eligible for the Federal Work-study Program.**

How do I find a job?

If you are determined eligible for the Federal Work-study Program, your name and application will be forwarded to the director of Career Services and Job Placement at the campus you indicate on your application. Your credentials, academic major, previous work experiences, and time schedule will be fully evaluated to determine the most appropriate job placement available.

Is Federal Work-study a “job”?

The Federal Work-study Program is just like having a regular part-time job. The department you are assigned to will expect you to perform your duties to the best of your ability, report to work on time, and call in if you cannot work or will be late for work. Tardiness or absenteeism can lead to an unsatisfactory evaluation and may force a termination of the employment. If you do not wish to continue to work in the work-study position, you may quit by contacting your supervisor and the Financial Aid office. There is no guarantee, however, that you will be placed in another position if you terminate your assigned position.

How long can I work?

Students typically work between 15–20 hours per week. These hours are normally scheduled around their class schedule. Students will receive a “work-study contract” that specifies the dates, assignments, and terms of your work-study award.

How do I get paid?

Work-study students are paid \$9.00 per hour and are paid every two weeks for all hours worked during that time period. Work-study earnings are processed through direct deposit. Details of how you receive your pay will be included in your work-study contract.