



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Allegheny Campus
 808 Ridge Avenue
 Pittsburgh, PA 15212
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 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
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2021-2022 Work-Study Application

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

Student Name: _____ SS# or ID#: _____

Current Address: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Major: _____ Credits this term: _____

Work requested for: Fall Spring Summer

Are you able to work evenings/Saturdays? Yes No

Work experience (on or off campus):

Clubs and activities: _____

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

*Special clearances and/or skills required

Computer knowledge/skills/packages: _____

_____ Words per minute _____ MS Word _____ MS Excel _____ Webpage development

_____ MS Access _____ Other: _____

At which campus or center would you prefer to work? Allegheny Boyce North South
 Braddock Hills Center Homewood-Brushston Center Washington Crown Center West Hills Center

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

Student's Signature: _____ Date: _____

Office use only

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

	Fall	Spring	Summer
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 qualify for 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 by 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 department of Career Development and Planning. 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.

Can I work as many hours as I want?

Students typically work 15–20 hours per week, and the hours are normally scheduled around each student’s class schedule. You 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.

Revised February 16, 2021

Notifications of nondiscrimination and contact information can be found at ccac.edu.

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