

FAULKNER STATE COMMUNITY COLLEGE OFFICE OF FINANCIAL AID

WORK-STUDY INFORMATION PACKET

Not all individuals awarded work-study will be guaranteed a work-study position, as work-study is assigned on a first come, first serve basis. You must first be determined eligible for work-study. This determination will be on your financial aid award (see below for details) then complete the following requirements once eligibility has been determined. Please do not submit forms if you have not been notified that you are eligible for Federal Work-Study.

CHECKLIST FOR ELIGIBLE STUDENTS:

- I have received an award notification on my Student Interact Account and/or Student FSCC Email Account from the Office of Financial Aid that indicates I am eligible for Federal Work-Study.
- I understand that I am required to provide a valid social security card and a valid, non-expired, driver's license or student I.D. card for proof of my identity to the Office of Financial Aid.
- I have completed the following required forms. These forms can be downloaded from www.faulknerstate.edu/financial-aid/forms.
 - Employment Eligibility Verification (Form I-9)
 - Employee's Withholding Allowance Certificate (Form W-4 – 2013)
 - Alabama Depart. of Revenue: Employee's Withholding Exemption Certificate (Form a-4)
 - State of Alabama Dept. of Industrial Relations: New Hire Reporting Form (NH-1)
- I further understand that completion of these forms does not mean that I can begin working. I must be assigned a position and a work-study assignment sent to my assigned supervisor.