



## 2019-2020 Federal Work Study Student Employment Application Instructions

The Cheyney University Federal Work Study Student Employment Program is a federally funded program that provides part-time opportunities to students who meet the eligibility criteria for federal financial aid.

### How to Apply:

- Submit the 2019-2020 FAFSA (Free Application for Federal Student Aid) at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) as soon as possible. PA residents should submit the FAFSA before May 1<sup>st</sup>. The Federal Work Study Program is a “Need” based program.  
The FAFSA is the application used to determine your financial eligibility for participation in the program.
- Submit this application, the Cheyney University Federal Work Study Student Employment Program application to the Financial Aid office. The CU-Federal Work Study Student Employment application is the application used to determine where you will work.

Funding is limited. Students interested in the Federal Work Study Program must satisfy all of the eligibility guidelines governing Federal Financial Aid Programs.

### Notification of eligibility:

All students will receive notification of their eligibility.

- New students - awards for eligible students will be included in the financial aid award letters, in the spring.
- Currently enrolled students - will receive notification of their eligibility, via their award letter, once spring grades are processed, and satisfactory academic progress (SAP) has been determined.
- Students placed on the waitlist or determined to be ineligible will receive an email from the financial aid office.

### Employment Packets:

- Employment packets containing the details of the work study placement (Agreement Forms) along with forms required by the Payroll Office will be issued during the summer. Please read your materials closely. Complete and submit all required documents on time.
- Students hired via the Federal Work Study program are required to complete Criminal Background Clearances. This process will be initiated after a job has been accepted via the return of the appropriate paperwork.

### Receiving your Federal Work Study award:

- Federal Work Study awards will NOT appear as anticipated aid or as a payment on your account summary/bill. Students receive direct, bi-weekly compensation/payment for the hours worked.
- Please Activate and check your Cheyney e-mail account AND Manage Your Financial Aid via Net Partner on a regular basis.

In an effort to provide student employment opportunities to as many students as possible students employed via the Federal Work Study program may only hold one job processed by the CU Payroll Office. Students offered Federal Work Study are under no obligation to accept the offer.

**DEPARTMENT LISTINGS ARE ON THE BACK OF THIS PAGE.**

**Please do not submit this page with your application.**