



2025-2026 Federal Work-Study Info Sheet and Job Agreement

Last Name		First Name	M.I.	Student ID Number
Street Address (include apt. no.)				Date of Birth
City	State	Zip Code	Phone Number (include area code)	
Rust Email Address			Emergency Contact Name and Phone Number	

1. What is your program of study? _____
2. Have you completed your 2025-2026 FAFSA? YES NO If NO, please apply at <https://studentaid.gov>
3. Are you currently a Work-Study student? YES NO
 - a. If YES, would you like to continue working in the same position? YES NO
(Does not guarantee placement in the same position.)
4. Have you been offered a position by a department? If yes please list the supervisor name? YES NO

If NO, please indicate preferred area(s):

_____ Public Relations	_____ Residence Life
_____ Health Services	_____ Athletics
_____ Administration	_____ Broadcast Operations
_____ The Den*	_____ Student Success
_____ Religious Life	
_____ Library*	

***Are considered community service positions and have a higher hourly rate.**
5. Please list special job skills (typing, filing, etc.): _____

6. Other relevant work experience: _____

Work-Study is a FEDERAL NEED-BASED program.



2025-2026
Federal Work-Study Application

2025-2026 FEDERAL WORK-STUDY AGREEMENT

Please read this Federal Work Student (FWS) Employment Agreement Form carefully so that you will understand the terms of your FWS employment. Federal regulations require you sign and accept the terms of the employment set by the college and by the government. Complete the form online, print it, sign it and drop it off in the Administration Building, 2nd Floor.

FWS is a unique Financial Aid Award. FWS is different from a grant ('free money'), or a Direct Loan (the ability to borrow money from the U.S. Federal Department of Education to pay for college expenses). A FWS Award offers the opportunity for an eligible student to work part-time on campus or off campus at a community service location, earning at least the college minimum wage \$9.50 for on campus and \$11:00 for community service positions. Paychecks earned from FWS will be provided to the student's working department on a monthly basis. Requirements for participating in FWS include registration in at least 6 credits. The FWS program operates within a fixed federal budget each year. **I understand the following regarding FWS:**

- Students may work up to 20 hours per week and will not be paid for any hours worked in excess of the awarded semester hours.
- Students must maintain Satisfactory Academic Progress (SAP) as defined in the Rust College Catalog.
- Students that turn their timesheets in late will not be paid until the next scheduled payroll.
- **Students may not work when class is scheduled or if class canceled or when campus is closed.**
- Students must notify supervisors regarding changes to class schedules.
- Students are responsible for accurately reporting time worked.
 - Timesheets must be signed by the student and supervisor.
 - The supervisor is responsible for submitting the timesheet by the deadline to the Financial Aid Counselor by 4:00 pm each month.
- Student must keep all institutional information regarding students, faculty, and staff **confidential** and must not disclose such information or use it for personal gain or the gain of others. Failure to comply with the Statement of Privacy Adherence could result in dismissal from employment and enrollment at Rust College.
- All applications should be turned into the Financial Aid Office and students should not start work until they receive approval by the financial aid office.
- An application does not guarantee a position.

Certification & Signature

By signing below, I certify that the information provided on this form is complete and correct. By signing this form, I certify that I have read and understand the information above regarding the Federal Work-Study Program.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Student's Signature

Date

For Office Use Only:

Need: _____ Supervisor Assigned to: _____

SAP: _____ Hourly Rate: _____ Approved Amount: _____ Date: _____

Notes: _____
