



**SOUTHSIDE VIRGINIA  
COMMUNITY COLLEGE**

**2025 - 2026**  
**Federal Work-Study (FWS) Application**  
*\*Please complete neatly and provide a physical signature.*

Student's Name: \_\_\_\_\_  Returning FWS  New FWS

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

SVCC Email Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Which semester are you applying for? **(Applicant must apply each semester!)**  Fall 2025  Spring 2026

Have you enrolled in a minimum of **six credits** for the semester in which you're applying?  Yes  No

Have you submitted the **2025-2026 FAFSA**?  Yes  No

Federal Work-Study Position in which you're applying: \_\_\_\_\_

Office or Department of Federal Work-Study Position: \_\_\_\_\_

**Work Experience:** Please list prior work experience below, starting with your most recent position.

Employer	Position	Dates of Employment	Supervisor's Name & Phone #

**Knowledge, Skills, and Abilities:** Please list any job-related skills or qualifications below.

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Below, list the times you are available to work each day. **(FWS students work 10-20 hours each week.)**

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

**FWS Notes:**

Federal Work-Study (FWS) is a need-based program and part of your financial aid package. You **MUST** submit the **FAFSA** each year, and complete all **To Do List** items in your **MySVCC Student Center** to determine eligibility.

- Completion of FWS Application **does not** guarantee program eligibility or placement in a FWS position.
- The **FWS Program is flexible** and allows students the opportunity to work around their class schedule while on campus.
- The number of work hours assigned is **10-20 hours each week at \$12.77 per hour**, while classes are in session.
- You **must** be enrolled in **at least six credit hours** in a **financial aid-eligible program** while employed as a FWS student at SVCC.
- You must be meeting **Satisfactory Academic Progress (SAP)** standards as defined by the U. S. Department of Education to be eligible for a work study position at SVCC.

**Agreement:** *By submitting this application, it will be stated that the facts set forth in it are true and complete. You understand that if you are accepted as a worker, any false statements, omissions, or other misrepresentations made by you on this application may result in your immediate dismissal.*

\_\_\_\_\_ Student's Physical Signature Required                      \_\_\_\_\_ Student ID                      \_\_\_\_\_ Date

**Supervisor's Only:**

Please ensure that the student has completed **each section** and **physically signed** the application! Send completed applications received to *Karen Wilhelm in the Financial Aid Office*. **Students are not permitted to work until the supervisor receives notification by the Human Resources Office of their beginning date.**

\_\_\_\_\_ **YES**, I wish to hire this student as a FWS student.                      \_\_\_\_\_ **NO**, I do not wish to hire this student.

\_\_\_\_\_ **Number of hours** this student is needed each week. (**10, 16, or 20**)

***\* Students should work at least 10 hours each week!***

\_\_\_\_\_ Supervisor's Printed Name                      \_\_\_\_\_ Supervisor's Physical Signature                      \_\_\_\_\_ Date

**Financial Aid Office:**

*The Financial Aid Office approves \_\_\_\_\_ as a FWS student, for a maximum of \_\_\_\_\_ hours each week at \$12.77 per hour for the current semester. FWS students **cannot exceed** their approved weekly hours and only work when classes are in session.*

\_\_\_\_\_ **Karen Wilhelm**  
Financial Aid Specialist

\_\_\_\_\_ **Date**