



Financial Aid Office
 Phone: 360-417-6390
 Fax: 360-417-6395

ELIGIBILITY FOR WORK-STUDY EMPLOYMENT

Student Name: _____ SID: _____

Quarters Awarded: Summer Fall Winter Spring

Maximum gross work-study earnings per quarter: \$ _____

Financial Aid Office signature _____ Date _____

STUDENT SECTION:

Please follow these steps:

1. Fill out the Student Section of this form (below).
2. View available work-study positions on the Work Study webpage here: <https://pencol.edu/work-study/work-study-job-listing>
3. Once you have selected the position(s) you would like to apply for, contact the supervisor in order to set up an interview and discuss any other requirements (i.e: a resume or references).
4. **Bring this form to Financial Aid in Student Services for the upper portion to be completed and signed. (Alternatively, email Elizabeth Griswold at EGriswold@pencol.edu to request she contact your interviewer with your eligibility info.)**
5. Take this form to your interview. You will need to make copies of this form if you wish to interview for multiple positions. **Let your interviewer know the quarters for which you are awarded work study funds.**
6. Leave this form with your interviewer(s) who will use your contact information to let you know if you have been offered the position.
7. **If you are offered a position you MUST complete all new-hire paperwork with Human Resources and wait until you receive confirmation from the Work-Study Coordinator or Human Resources before you begin working.**

Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____

Supervisors, please complete second page and keep this page for your records.



TO BE COMPLETED BY EMPLOYER/SUPERVISOR:

Student ID: _____

Please follow these steps:

- 1. Return this completed page to Work-Study Coordinator Elizabeth Griswold via Financial Aid mailbox in Student Services or by email. Each applicant interviewed will need a form completed regardless of their hiring status. You should keep the first page for your records.
2. Email Elizabeth Griswold (EGriswold@pencol.edu) and the Human Resources Help Desk (HRhelp@pencol.edu) with the name, student ID, and position title of the student you have hired. This will expedite the hiring process.
3. Contact all applicants to inform them of their hiring status. Inform the hired student that they will need to go to Human Resources and complete New-Hire Paperwork before being allowed to work.
4. Do not allow your hired student to begin working until notified by Elizabeth Griswold or Human Resources that the student has completed all paperwork and is eligible to start.

Name of Supervisor: _____

Department: _____

I wish to hire this student, _____, for the 2020-2021 academic year: [] Yes [] No

If you selected "Yes" please complete the following. Note that this form must be returned to the Work-Study coordinator even if the student has not been selected.

Student Position: _____ Quarters Hired: [] Summer [] Fall [] Winter [] Spring

By hiring this student, I understand that...

- Students are not allowed to exceed their gross work-study allocation for any given quarters and that supervisors are responsible for monitoring their student worker's hours to ensure that these limits are not exceeded. If a student exceeds their maximum gross earnings for a quarter, the excess is required to be paid by the supervisor's departmental budget.
Students may not use work-study funding to work during blackout dates. If the supervisor wishes for the student to work during these days, they must be paid out of the supervisor's departmental budget.
Students must maintain a minimum enrollment of 6 credits and be meeting the Financial Aid Office's Satisfactory Academic Progress (SAP) Policy. Supervisors are required to inform the Work-Study Coordinator if the student drops below 6 credits.
The number of hours worked per week cannot exceed 19. The number of hours worked per day cannot exceed 8.
Students in their final quarter of enrollment at Peninsula College cannot work past their last class or exam day.
Timesheets must be submitted and approved in ctcLink in a timely fashion each pay-period in order for the student to be paid on time. Timesheets are due on the 15th and last day of each month.

Supervisor Signature: _____

Date: _____

Peninsula College provides equal educational and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities. Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination from filing a whistleblower complaint with the Washington State Auditor. The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Section 504, Title II, and Title IX: Human Resource Officer, Human Resources office, (360) 417-6212.