

WORK STUDY APPLICATION FORM

The student fills out and submits this application to the Student Affairs Office (SAO). The SAO checks if the eligibility criteria is met and informs the student accordingly. The Financial Assistance Committee studies all WS applications and makes its recommendation to the President for a final decision. The SAO shall keep this form for records.

Student's Name and ID		Attach a Passport-size photograph
College and Major		
Term and Year		
Mobile Number		
# of Credits Completed		
# of work hours / week		
Financial need is a reason? If Yes please elaborate on a separate sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired work assignment		

Student's Attestation: I commit to: perform the assigned tasks with diligence; follow the guidance of the work supervisor; comply with all university rules and regulations; protect the university property; treat work colleagues with respect; and record the work hours and accomplishments accurately. I am aware that failure to abdicate those commitments shall result in the revoking the work assignment privileges.

Signature and Date:

Eligibility criteria check – Student Affairs Office	
a. Financial need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Cumulative GPA \geq 70?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Completed previous work-study assignments satisfactorily?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
d. Current Semester Load \geq 12 credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Any misconduct on record?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation of the Student Affairs Office			
<input type="checkbox"/> Approved	# of Hours/week		Department Assigned
<input type="checkbox"/> Not Approved (State reasons)			
Signature of Committee Chairperson			Date

cc: Applicant