

QUINCY COLLEGE

2025-2026 Work Study Request Sheet

For office use only

Comp rate _____ GPA _____ Eligible Y ___ N ___

Department _____

Last Name First Name Student ID SSN

Telephone Number Email Address Major

Federal Work Study (FWS) is a program that allows you to work in a position on or off campus. Positions are offered through both our Quincy and Plymouth campuses. The paychecks you earn are paid out of your FWS award. In order to be eligible for FWS, you must be enrolled in a minimum of 6 credits per semester, have unmet need determined by the Office of Financial Aid, and be meeting the Satisfactory Academic Progress (SAP) requirements that are required in order to receive any federal aid. Students who are on Warning or Probation are not eligible to participate in the program. Work study positions are awarded on the needs of the departments that are requesting help and are available throughout the year.

Completion of this form does not guarantee a position, it only serves as an indication of your interest in (or refusal of) a FWS award. Positions are limited.

- No student will be assigned a position unless s/he has been first awarded financial aid.
- Positions are available on a first come, first serve basis to eligible students.
- FWS employment can be terminated at any time given just cause.
- The number of available work hours throughout the year can change based on remaining funding available.
- Paychecks are issued bi-weekly; rate determined by state of Massachusetts minimum wage.
- Work schedules are flexible to meet your academic scheduling needs
- An interview with department supervisor is required. An interview does not guarantee acceptance into a position.
- The Financial Aid office is responsible for assigning work study opportunities. You will be contacted via email regarding available positions.

Please check one of the following:

I would like to be considered for a Federal Work Study position.

I decline my Federal Work Study award.

Student signature _____

Date _____