

Financial Aid

To be considered for Federal Work-Study you must:

- ✓ Complete a 2026-27 FAFSA
- ✓ Maintain Satisfactory Academic Progress
- ✓ Must maintain enrollment in 6 credit hours or more
- ✓ Financial Aid Process must be completed
- ✓ Be registered for next semester's classes
- ✓ Attend mandatory FWS Briefing Session

Federal Work-Study Applicant Information

Full Name: _____ Middlesex College ID Number: _____

Address: _____ Apartment/Unit #: _____

City: _____ Zip Code: _____

Phone: _____ Middlesex College Email: _____

Major at Middlesex College: _____

My Career Goal Is: _____

Have you participated in the Federal Work-Study Program Before? ☐ Yes ☐ No

Affirmative Action Policy Statement

It is the policy of Middlesex College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap or marital status in its educational programs, activities or employment. Further Middlesex College agrees to adhere to all federal and state statutes, orders, regulations and guidelines concerning equal opportunities.

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 Enrollment Services, West Hall 1st Floor or email to faid@middlesexcc.edu.

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 (\$15.50). Earnings from the Federal Work-Study (FWS) program are paid bi-monthly, on the 15th and 30th of each month.

Requirements for participating in FWS include registration in at least 6 credits, and meeting the Satisfactory Academic Progress (SAP) requirements. The Federal Work-Study (FWS) program operates within a limited federal budget each year and a position is not guaranteed.

Please read and check the boxes below certifying your understanding of these *additional conditions* for FWS employment:

- ☐ I agree that all Federal Financial Aid (federally assisted loans, grants, FWS) that I receive will be used toward my education related expenses.
- ☐ I agree that I will not work while Middlesex College is closed.
- ☐ I understand that I will be paid for hours worked on a bi-monthly (15th and 30th) basis and earnings are not applied directly to my account balance.
- ☐ I agree to report to my supervisor or submit my hours in the ADP system by the deadline for each pay period. Failure to submit hours on time will result in payment for those hours being delayed until the next pay period.
- ☐ I understand that during the academic year, I will work an average of 8 - 10 hours per week but must not exceed 20 hours per week. If I work 5 or more consecutive hours in a day, I am required to take a 30-minute unpaid lunch break, which will be automatically recorded in ADP. Any break longer than 30 minutes must be entered manually.
- ☐ I understand that **I may not report to work during a scheduled class time**, even if the class is canceled or dismissed early.
- ☐ I agree to provide my supervisor with a copy of my current class schedule **before starting work** each semester and whenever changes to my schedule occur.

Print and sign below:

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or on an interview may result in my release.

My signature indicates that I have read the Middlesex College FWS Agreement and understand all of the stated terms and conditions of FWS employment.

Printed Name: _____

Middlesex College ID Number: _____

Signature: _____

Date: _____