



Office of Financial Aid  
P.O. Box 5616  
Greenville, SC 29606  
Phone: (864) 250-8000  
Email: [financialaid@gvltec.edu](mailto:financialaid@gvltec.edu)

## Federal College Work-Study Program Criteria & Application

### Qualifications

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In order to qualify for the Federal College Work-Study Program you must:

- Complete your FAFSA for the applicable school year
- Maintain Financial Aid Satisfactory Academic Progress
- Be enrolled in a qualifying major
- Be enrolled in at least one course that is eligible for Title IV aid
- Show financial need based on FAFSA results

### How to apply

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**In order to be considered for the Work Study program, all items below must be submitted together.** Submit to the Office of Financial Aid: in person, via email at [financialaid@gvltec.edu](mailto:financialaid@gvltec.edu) or by fax to (864) 250-8750. Incomplete applications will not be considered and will be returned via mail.

1. Work-Study Application (printed and completed by student and Career Center)
2. Current resume (printed)
3. One written *professional* recommendation from a current or previous employer (must provide their name, business, and contact information)

### Next steps

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Once your complete application is received, you will receive a letter informing you of your eligibility for the Work Study program.

- If eligible, you may be contacted by a supervisor who will conduct an interview with you for available positions.

PLEASE NOTE: Once hired as a Work Study, if at any point you become ineligible for Financial Aid, your employment will cease immediately.

# Greenville Technical College Federal College Work-Study Program • Application for Employment

**\*\*PLEASE PRINT\*\***

Name: \_\_\_\_\_ GTC ID# or SSN#: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current Major: \_\_\_\_\_

- Keyboarding/Typing Skills (check one):    Limited    Basic    Intermediate    Advanced
- Computer Skills (check all that apply):    Word    Excel    Access    PowerPoint
- Previous Degrees/Certifications/Other Skills: \_\_\_\_\_
- Foreign Language Skills: \_\_\_\_\_

Weekly hours preference:    10    15    20

Campus you attend (check all that apply):    Barton    Brashier    Northwest    Benson

If you are interested in a specific FWS position, please list here: \_\_\_\_\_

*I certify that the information in this application is correct. I understand that this information will only be used for consideration in the Federal College Work-Study Program and does not guarantee employment.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remember, to complete the application, you must complete the requirement below and attach a resume and professional recommendation letter.

## CAREER SERVICES REQUIREMENT

**Please visit Career Services and meet with a representative to sign off on at least two (2) of the items below.** Career Services is located at the Admissions and Registration Center (ARC) at McAlister Square, Suite 410 or call (864) 250-8139 for an appointment.

Activity	Career Center Signature	Date Completed
Resume Critique		
Any Employability Workshop		
Investigate Career Central for current or future use		
View video <i>Common Mistakes People Make in Interviews</i>		
View video <i>Make a Good First Impression</i>		
Obtain handout "How to Dress for An Interview" & Review Career Library		
Mock Interview		