



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

Federal College Work-Study Program Criteria & Application

Qualifications

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

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 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

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 in the Student Center (Building 105), Suite 218 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		