



**FINANCIAL AID OFFICE**

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[www.financialaid.duq.edu](http://www.financialaid.duq.edu)

**SUMMER 2009 FEDERAL WORK-STUDY APPLICATION**

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID (or last four of SS#):** \_\_\_\_\_

**To Apply:**

- Complete the 2009 Summer Federal Work-Study (FWS) Application below, and return it to the Financial Aid Office. **Application Priority Date is April 10, 2009.**
- Complete the 2009-2010 Free Application for Federal Student Aid (FAFSA). While tentative awards will be made using 2008-2009 need information, in order to retain employment, student must continue to demonstrate need on the 2009-2010 FAFSA. 2009-2010 FAFSA can be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

1. **Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code	Phone
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2. **Summer Address:** \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code	Phone
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4. Are you currently employed under the FWS program?  Yes  No  
If yes, where? \_\_\_\_\_ Hourly pay rate: \_\_\_\_\_

5. Do you have a summer off-campus job you intend to keep?  Yes  No  
If yes, where? \_\_\_\_\_

6. Will you be enrolled for Summer 2009 coursework at Duquesne University?  Yes  No  
If yes, number of credits? \_\_\_\_\_ (See 2 on reverse side)

7. Will you be enrolled for Summer 2009 coursework at another institution?  Yes  No  
If yes, number of credits? \_\_\_\_\_ (See 2 on reverse side)

8. Is a 2008-2009 FAFSA on file?  Yes  No

9. **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Read Information on Reverse Side**

**DESCRIPTION**

A federally subsidized summer work program whereby students who demonstrate financial need may work full-time and **save earnings** to meet 2009-2010 educational costs. Actual earnings and the corresponding expected savings are calculated at the close of the summer term.

**SUMMER BUDGET**

If 6 or more undergraduate credits or 4½ or more graduate credits are to be taken during **Summer of 2009**, earnings can be used to meet summer school costs. If any courses are to be taken at another school, you must obtain a Summer Financial Aid Application from the Financial Aid Office, complete the form with your academic advisor, and return the form to the Financial Aid Office. A copy of the actual costs or an invoice for the courses(s) must also be submitted to the Financial Aid Office

**APPLICATION PRIORITY DATE: April 10, 2009**

**ELIGIBILITY**

Students will be notified by the Financial Aid Office of their eligibility. A signed copy of the award letter and a completed Federal Work-Study Clearance form must be returned to the Financial Aid Office **to accept** the award.

**PLACEMENT**

Placement is coordinated by the Office of Human Resource Management **after** eligibility is established. The Financial Aid Office will notify the Office of Human Resource Management of all **accepted** awards. To finalize job assignments, eligible students must contact Human Resource Management, located in Fisher Hall.

Students may work up to 35 hours/week during the period of May 11 to August 21, with the exception of Law students, whose maximum period of employment is June 8 to August 14.

Student carrying 6 or more summer credits are eligible for summer work-study only if Human Resource management determines that full-time summer placement is possible, or if there are departments requiring only part-time employees.

**SPECIAL NOTES**

Students interested in Federal Work-Study for the 2009-2010 academic year must submit the 2009-2010 Duquesne Financial Aid Application and complete the Free Application for Federal Student Aid (FAFSA).

Eligibility for Summer Federal Work-Study **DOES NOT** guarantee placement in a position.

**NO** hours may be worked **UNTIL** eligibility and placement procedures are **FINALIZED**.

