



Federal Work Study Program

Application Form

Princeton Theological Seminary

PERSONAL INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
SSN:	E-mail Address		
WORK EXPERIENCE			
<i>Please outline past and present work experience. Indicate whether paid or volunteer.</i>			
EMPLOYER:	PERIOD OF EMPLOYMENT:		
NATURE OF WORK:	PAY RATE:		
EMPLOYER:	PERIOD OF EMPLOYMENT:		
NATURE OF WORK:	PAY RATE:		
EMPLOYER:	PERIOD OF EMPLOYMENT:		
NATURE OF WORK:	PAY RATE:		

APPLICATION REQUEST AND CERTIFICATION

I hereby apply for employment under the Federal Work Study Program provisions of Title I of the Economic Opportunity Act of 1964, as amended, during the Academic Year 20__–20__.

In such a case as I am afforded the opportunity for this employment, I hereby certify that:

1. I am in need of the earnings for such employment in order to pursue my course of study.
2. I judge that I am able to maintain good standing in such course of study while employed under the program.
3. I am accepted for or enrolled as at least a half-time regular student, as defined by the Office of the Registrar, for the purpose of obtaining a degree.
4. I have read the “Federal Work study Program Application Information” sheet provided, and I understand the provisions, restrictions, and obligations cited therein.
5. I hereby acknowledge that the information submitted herewith is true and correct, and I fully understand the conditions of the employment.

Signature of Applicant

Date

PRINCETON THEOLOGICAL SEMINARY
FEDERAL WORK STUDY PROGRAM APPLICATION INFORMATION

PURPOSE:

The Federal Work Study Program was created under Title I, Part C of the Economic Opportunity Act of 1964 (Public Law 88-452) as amended) for the purpose of enabling needy students to earn a portion of their educational expenses through employment at the institution or in public private non-profit organizations.

STUDENT ELIGIBILITY:

- 1) In order to qualify for employment under the terms of the Federal work Study Program, applicants must:
 - a) Be in need of the earnings in order to pursue a course of study at the institution;
 - b) Be accepted for, or enrolled in, at least a half-time course of study leading to a degree;
 - c) Maintain satisfactory academic progress toward their degree, as defined by the academic standards of the Seminary;

- 1) Other limitations state that:
 - a) Students from low income families who meet the other criteria are to receive preference for employment;
 - b) Summer applicants must be enrolled or accepted for full-time study during the following term.

EMPLOYER ELIGIBILITY:

Employment positions are limited to public or private non-profit institutions. The eligible student may be assigned to a position within the educational institution itself or with certain off-campus organizations meeting certain other criteria:

1. It must be within the United States;
2. The nature of the employment must be in the public interest;
3. The nature of the employment must not involve in any way sectarian functions or activities, though the
4. supervising employer can be a sectarian non-profit organization;
5. The nature of the employment must not involve any partisan political activity.

Upon determining off-campus agency eligibility, the educational institution must negotiate a contractual agreement to include supervisory and fiscal responsibilities of the parties involved.

EMPLOYMENT OPPORTUNITIES:

Certain opportunities are presently available, primarily on campus or in community services. This does not preclude the applicant from pursuing other possible opportunities in which there may be particular interest.

WAGE RATES, MAXIMUM EARNINGS, AND HOURS:

A flat rate will be established each fiscal year. The amount of a student's need places an upper limit on the total amount earned, but this total is also a factor of the number of hours permitted per week and the number of weeks in the period of assignment. Payment is made only under "an-hour's-pay-for-an-hour's-work" arrangements, certified by the supervisor.

During the periods of regular enrollment, a student should normally not average more than 20 hours of work per week (normal assignments average 10 hours per week) in any academic term during which classes are in session, and may not total any more than 40 hours in any week. During the summer vacation and calendar vacations of a week or more, the student is limited to 40 hours of work. In addition, the Fair Labor Standards Act prohibits an employer from accepting voluntary services from any paid employer; therefore, the student must be paid for hours worked in excess of the established maximums from sources other than Federal funds.