



**FINANCIAL AID OFFICE**

600 Forbes Avenue  
Pittsburgh, PA 15282-0299  
Phone: 412-396-6607  
Fax: 412-396-5284  
[www.duq.edu/financial-aid](http://www.duq.edu/financial-aid)

**Summer 2018 Federal Work Study Application**

Application Priority Date is March 30, 2018

**Name** \_\_\_\_\_ **Duquesne ID (or last 4 SSN)** \_\_\_\_\_  
First Middle Initial Last

**Date of birth** \_\_\_\_\_ **Email** \_\_\_\_\_ **Mobile Phone Number** \_\_\_\_\_

- The 2017-2018 Free Application for Federal Student Aid (FAFSA) is required for consideration of all federal financial aid for the summer. Complete the FAFSA for 2017-2018 if you have not already done so. The Department of Education 2017-2018 FAFSA submission deadline is June 30, 2018.
- Will you be enrolled for Summer 2018 coursework at Duquesne University? Yes      No
  - If yes, please list the # of credits you will be taking in Summer 2018 at Duquesne \_\_\_\_\_
  - If no, please be sure to review the Awarding Procedures below regarding students who are not enrolled in the summer.
- Will you be enrolled for Summer 2018 coursework at another Institution? Yes      No
  - If yes, please complete the Summer 2018 Financial Aid Application and submit the necessary documents required, including your Academic Advisor's signature.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Summer Federal Work Study Terms and Conditions**

**Awarding Procedures:**

- Students will be awarded Federal Work Study for the summer 2018 if they demonstrate eligibility based on the information provided on the FAFSA. In addition, students must meet one of the following conditions:
  - Students who are enrolled at least half-time in the summer will have their summer Federal Work Study count towards their financial aid for the 2017-2018 academic year (including fall/spring/summer).
  - Students who are **NOT** enrolled at least half-time in the summer will have a portion of their summer Federal Work Study eligibility count towards their future 2018-2019 academic year (fall/spring) financial aid as "expected savings".
- Actual earnings and the corresponding expected savings are calculated at the close of the Summer 2018 term.

**Eligibility:**

Students will be notified by the Financial Aid Office of their eligibility. Eligibility for Summer Federal Work-Study **DOES NOT** guarantee placement in a position. No hours may be worked until eligibility and placement are finalized by the Office of Human Resources.

**Placement:**

Placement is coordinated by the Office of Human Resources **after** eligibility is established. The Financial Aid Office will notify the Office of Human Resources of all accepted awards. To finalize job assignments, eligible students must contact the Office of Human Resources. Students may work up to 28 hours/week during the period of May 14 to August 24. Students carrying 6 or more summer credits are eligible for Summer Federal Work-Study only if the Office of Human Resources determines that full-time summer placement is possible, or if there are departments requiring only part-time employees.