

Summer 2017

Dear Student,

Welcome to WLC from the Student Employment Office!

You have been awarded Work Study as part of your financial aid for the 2017-2018 academic year. This means that you will have the first opportunity to apply for available jobs in August. To help you prepare for the upcoming academic year, please note the following information:

- Applications will be opened to you, an incoming freshman or transfer student with Work Study, as of August 1. We will send you an email with directions when it is time to apply.
- During WOW Weekend, you will fill out federal employment forms. You are required to show ORIGINAL forms of identification per federal law which include birth certificate, social security card, or passport. Be sure to bring one of these identification forms to campus! You will receive more information regarding the paperwork process later this summer via email.
- A Work Study Job Fair will be held during WOW Weekend where you will interview for the jobs of your choice. It is important that you attend the Work Study Job Fair.
- Each student is allowed to have only one job on campus at a time. You will be allowed to work up to 10-12 hours per week; however, job hours will vary depending on department needs.
- If you do not intend to work on campus during the school year, inform the Student Employment Office as soon as possible.
- If you have any questions, reference our Frequently Asked Questions on our Work Study / Student Employment page at wlc.edu/federal-work-study.

As the summer progresses, we will communicate with you via your WLC email address. Watch for emails on June 27, July 11, July 25, August 1, and August 15. These emails will guide you through the hiring process.

We hope that you enjoy the rest of your summer! If you have any questions that are not answered on our online FAQ page, feel free to contact us.

The WLC Student Employment Office

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