

Steps for completing the Work-Study Contract:

You Must:

- Have a Work-Study Award (Located on your Financial Aid Award Letter)
- Hired to work in the area (All CAMPUS OFFICES ARE SUBJECTED TO WORK-STUDY)
- Complete contract, privacy adherence, job agreement, information sheet, and I-9
- Notify the Office of Financial Aid by submitting your completed file to the office before you begin to work in the provided mailbox.

Step 1. Log-in to the Rust College Website and locate the Financial Aid Section

Step 2. Complete

1. Contract (available on-line, requires supervisor signature)
2. Privacy Adherence (available on-line, requires supervisor signature)
3. Job Agreement(available on-line, requires supervisor signature)
4. Student Information Sheet (available on-line)
5. Employment Eligibility Verification Form, I-9 (Along with a copy of two forms of identification), you may scan the acceptable ID forms (including: driver's license, state ID card, social security card, birth certificate, or passport) and send them to vgulledge@rustcollege.edu A reply will be forwarded.

Step 3. You and your supervisor must complete and sign the necessary forms.

Step 4. Print the sign-in/sign-out sheets.

Step 5. Print the work-study schedule for you and the supervisor.

Step 6. Inform your supervisor that the evaluation form is on-line under the financial aid section.

Step 7. The student is responsible for returning the completed forms (1. Contract, 2. Privacy Adherence, 3. Job Agreement, 4. Student Information Sheet, and 5. Employment Eligibility Form and Two (2) forms of identification) to the Office of Financial Aid to the provided mailbox.

Step 8. The student **MUST** receive a start date approved by the supervisor and work-study coordinator **ONLY**.

ALL FORMS ARE AVAILABLE IN THE OFFICE OF FINANCIAL AID. SEE MRS. GULLEDGE FOR COPIES.