

**Federal Work Study
2015-2016 Academic Year**

1. Complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) online.
2. Make sure your registration is complete.
3. Please read and review the Federal Work Study Policy and Procedures. Please refer to our website www.cooper.edu under the Financial Aid Information tab.
4. Log In to **Self Serve Service**. Under the Financial Aid Section:
 - a. Check FA Missing Information Letter to make sure you have no outstanding information/ documentation to submit to the Financial Aid Office.
 - b. Make sure you accept your Federal Work Study award in Self Serve Service.
 - c. Complete and submit the Work Study Application Processing Form. Self Serve will direct you to the Application Link.
5. Complete Payroll Documentation.



The Cooper Union for
The Advancement of
Science and Art

Financial Aid Office
30 Cooper Square 3rd Flr
New York, NY 10003

2015-2016 Federal Work Study Processing Form

_____	_____	_____
Last Name	First Name	Student ID#
_____		_____
Address		Email @cooper.edu
_____	_____	_____
City	State	Zip Code
_____		_____
		Primary Contact #

Positions: Indicate the top three positions you are interested in applying for 2015-2016.

1. _____
2. _____
3. _____

Available to Work: (Check and provide hours)

- Monday/ Hours: _____
- Tuesday/ Hours: _____
- Wednesday/ Hours: _____
- Thursday/ Hours: _____
- Friday/ Hours: _____

Describe special skills:

Terms and Conditions:

- I have read, and accept the Federal Work Study Policy.
- I will respect and follow Federal Work Study Program requirements.

Student Signature

Date

THIS FORM MUST BE RETURNED TO THE FINANCIAL AID OFFICE IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.