

**Federal Work Study
2023-2024 Academic Year**

1. Complete the 2023-2024 Free Application for Federal Student Aid (FAFSA) online.
2. Make sure your registration is complete.
3. Login to Student Self-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. Complete and submit the Work Study Application Processing Form to fws@cooper.edu.
4. Complete new hire documentation with Payroll Office.



The Cooper Union for
The Advancement of
Science and Art

Financial Aid Office
41 Cooper Square
New York, NY 10003

2023-2024 Federal Work Study Processing Form

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

Positions: Indicate the top three positions you are interested in applying for 2023-2024.

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 understand that Federal Work Study is on a first come first basis.

I will respect and follow all necessary requirements.

_____	_____
Signature	Date

THIS FORM MUST BE RETURNED TO FWS@COOPER.EDU IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.