Dear Student,

The Student Employment Office will be offering summer job opportunities under the Work-Study Program for the period of May 22, 2017 through August 29, 2017. Summer 2017 program positions will be available on both campuses at hourly rates ranging from $11.00 to $15.00. Students will need to work **28 hours per week** for the specified timeframe.

Once again we are pleased to offer students residing at the Rose Hill campus a 75% discount off summer housing. To receive this discount, students must be employed for the **entire** summer, working **28 hours per week**. The work week will coincide with the University's summer Friday closings for six weeks beginning July. **Should you not work the entire summer program, the housing discount will not be authorized and you will be responsible for the full cost of housing.** You have the option of taking up to a two week vacation at your Supervisor’s discretion and approval. Please refrain from selecting the last two weeks of the program since this is a very busy time for most University departments.

Students may apply for housing through the Residential Life Office located in Loschert Hall Basement. Housing is based on availability and is not guaranteed based on employment.

In order to be eligible for a position, students must complete the following:

1. 2017-2018 Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA filed no later than **April 6, 2017**. ([www.FAFSA.ed.gov](http://www.FAFSA.ed.gov))
2. Summer Work-Study Placement Form (see below)

You will be notified in late April if a position will be offered to you provided you have completed the above applications by the required deadline. Applicants are screened on the basis of financial need, skills, and availability. The awarding of summer work-study is on a first come, first served basis and is a separate and distinct process from the awarding of work-study for the academic year. To obtain a list of the types of positions offered, please visit our website at [www.fordham.edu/finaid/seoforms](http://www.fordham.edu/finaid/seoforms) and select Student Employment Office from the sidebar.

Please complete the Placement Form below and return it to Fordham University, Student Employment Office, 441 E. Fordham Road, Thebaud Hall, 1st floor, Bronx, NY 10458 by **March 22, 2017**.

Looking forward to working with you this summer.

Thank you,
Student Employment Office
FORDHAM UNIVERSITY
WORK-STUDY PLACEMENT FORM
SUMMER 2017 PROGRAM

A. BASIC INFORMATION

1. Name: _______________________________________________ FIDN____________________

2. Local Address: ___________________________________________ Tel: (______)_____________

   Street

   City               State      Zip

3. Permanent Address: _________________________________________ Tel: (______)_____________

   Street

   City               State      Zip

4. During the next academic year, you will be enrolled full-time in which school of Fordham University?
   FCRH _____ GSBRH _____ FCLC _____ GSBLC______FSPCS _______ Grad. Program _____;
   Day _____ Eve ______

5. Year of Graduation ________ Major _______________; Commuter______Resident______

6. Do you plan to enroll for class this summer?  Yes_______  No_______ if no, and you decide to enroll,
   you must inform the Student Employment Office

7. Will you be residing at the RH campus this Summer?  Yes_______ No _______

B. EMPLOYMENT INFORMATION

1. Have you previously been assigned to a position through the Student Employment Office__________ If yes,
   name of Department _______________________ Would you like to return there?  Yes_____ No______

2. Have you participated in community service activities?  Yes_______  No _______    If yes, duration__________

3. Previous work/voluntary experience: __________________________________________________________

4. Skills:  Typing _____ Office Skills _____ Media Equipment _____ Accounting ______Lifeguard _______
          Driver's License _____ Tutoring _____ Computer related skills________________________
          (specify MS word, excel,etc.)

C. TYPE OF JOB YOU PREFER (Please see list of job categories on our website)

1. Please give 1st and 2nd choice:  Clerical ______ Computer Related _____ Van Driver _____ Library _____
          Lombardi Center ___ Security ___ Community Service Related ___ Other (specify) ______________

2. Campus Preferred:  ROSE HILL _______LINCOLN CENTER ______

3. Will you be able to work 28 hours per week for the entire summer program May 22 to Aug. 29, 2017 ______
   If not, please specify when you will be available ___________________________________________
   Also, please indicate your availability:        Days _______               Evenings after 5pm ________
          Both _______

D. FINANCIAL AID INFORMATION

1. Indicate date when FAFSA was filed _____________________

2. I understand that the purpose of this Summer assignment is to provide me with funds to assist with college
   expenses during the Academic Year.  Therefore, I agree to save 60% of my net earnings to help pay for college
   expenses in the Fall.

Signature: _____________________________  Date: ____________________