



**FINANCIAL AID OFFICE**

600 Forbes Avenue  
Pittsburgh, PA 15282-0299  
Phone: 412-396-6607  
Fax: 412-396-5284  
[www.duq.edu/financial-aid](http://www.duq.edu/financial-aid)

**Summer 2020 Federal Work Study Application**

Application Priority Date is March 30, 2020

**Name** \_\_\_\_\_ **Duquesne ID** \_\_\_\_\_  
First Middle Initial Last

**Date of birth** \_\_\_\_\_ **Email** \_\_\_\_\_ **Mobile Phone Number** \_\_\_\_\_

- The 2019-2020 Free Application for Federal Student Aid (FAFSA) is required for consideration of all federal financial aid for the summer. Complete the FAFSA for 2019-2020 if you have not already done so. The Department of Education 2019-2020 FAFSA submission deadline is June 30, 2020.
- Will you be enrolled for Summer 2020 coursework at Duquesne University? Yes      No
  - If yes, please list the # of credits you will be taking in Summer 2020 at Duquesne \_\_\_\_\_
  - If no, please be sure to review the Awarding Procedures below regarding students who are not enrolled in the summer.
- Will you be enrolled for Summer 2020 coursework at another Institution? Yes      No
  - If yes, please complete the Summer 2020 Financial Aid Application and submit the necessary documents required, including your Academic Advisor’s signature.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Please type your full name to digitally sign

**Summer Federal Work Study Terms and Conditions**

**Awarding Procedures:**

- Students will be awarded Federal Work Study for the summer 2020 if they demonstrate eligibility based on the information provided on the FAFSA. In addition, students must meet one of the following conditions:
  - Students who are enrolled at least half-time in the summer will have their summer Federal Work Study count towards their financial aid for the 2019-2020 academic year (including fall/spring/summer).
  - Students who are **NOT** enrolled at least half-time in the summer will have a portion of their summer Federal Work Study eligibility count towards their future 2020-2021 academic year (fall/spring) financial aid as “expected savings”.
- Actual earnings and the corresponding expected savings are calculated at the close of the Summer 2020 term.

**Eligibility:**

Students will be notified by the Financial Aid Office of their eligibility. Eligibility for Summer Federal Work-Study **DOES NOT** guarantee placement in a position. No hours may be worked until eligibility and placement are finalized by the Office of Human Resources.

**Placement:**

Placement is coordinated by the Office of Human Resources **after** eligibility is established. The Financial Aid Office will notify the Office of Human Resources of all accepted awards. To finalize job assignments, eligible students must contact the Office of Human Resources. Students may work up to 35 hours/week during the period of May 11 to August 23. Students carrying 6 or more summer credits are eligible for Summer Federal Work-Study only if the Office of Human Resources determines that full-time summer placement is possible, or if there are departments requiring only part-time employees.