



2018-2019

Work Study Interest Form

Itasca Community College
Student Services Office – 107 Backes Student Center
1851 East Highway 169
Grand Rapids, MN 55744
1-800-996-6422 or 218-322-2320
Fax 218-322-2325

Student Name: _____

Student Tech ID # or STAR ID: _____

By signing below, I am indicating my interest in working as a student employee for Itasca Community College.

I understand that once this form is processed, I will be placed into a Brightspace (D2L) class accessible through www.itascacc.edu. I agree to read through the tutorials, e-timesheet training, etc. and take each mandatory quiz. I understand that a work authorization form will be available to me upon successful completion of the course. I can then take this work authorization and start applying for available jobs. Once hired, I will return my signed work authorization to the Student Services Office where I will also complete my I-9 and W-4 forms (if these are not already on file). Once all documentation has been completed and submitted, I understand that I will receive via email an Eligibility Certificate to bring to my supervisor.

I understand that I may **NOT** begin working until the Student Employee Eligibility Certificate is received, indicating my eligibility requirements have been satisfied and that I have been approved to work by the Financial Aid Office staff.

I understand that student employment funds may need to be factored into my financial aid budget. **I agree to a reduction in student loan funding, if needed, to make room in my budget for this work award.**

Student Signature: _____ Date: _____

Return to:

**Itasca Community College
Student Services (Financial Aid) Office
1851 East Highway 169
Grand Rapids, MN 55744
FAX (218) 322-2325**

Itasca Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. If you require an accommodation for a disability, please contact: Ann Vidovic – 14 Backes Center 218-322-2433 or ann.vidovic@itascacc.edu

For Office Use Only

Valid F/A On File	Entered into Course	Comments	