

The Federal Work Study (FWS) program requires that you receive the information contained in this document. This is an extended list of your rights and responsibilities as a participant in the FWS program.

**Please read this form carefully.** If you do not understand any item, the FWS Team will answer your questions. I

understand that:

- ✓ FWS awards must be earned by working. I can be paid only for the hours I have worked.
- ✓ I WILL NOT be paid through FWS funds for hours worked in excess of my award. My FWS award represents the maximum amount I may earn for the academic year. Once I fully earn my FWS award, I must stop working.
- ✓ I can use my FWS award for the fall semester in the summer. If I earn my fall award during the summer, I will not be able to work during the fall semester.
- ✓ I must be registered for at least 6 credits for the fall and/or spring semesters to participate in the FWS program.
- ✓ I do not have to register for summer classes to participate in the summer FWS program. However, I must be registered for at least 6 credits for the fall semester.
- ✓ I understand that I must stop working immediately if my enrollment drops below 6 credits for the Fall and/or Spring semester.
- ✓ FWS awards do not roll over from one academic year to another. If I do not use my full award by the end of the spring semester the balance of my award will expire.
- ✓ There is no penalty if all or part of the award is unearned. Unused portion of my award are not converted into another form of aid.
- ✓ **I must upload my completed forms (except I-9) to CUNYfirst (FWS Student Information, FWS Rights and Responsibilities Fact Sheet, W-4, IT-2104/IT-2104E, FERPA and Notice and Acknowledgement of Pay Rate and Payday). All students must submit the I-9 along with the acceptable documents listed on the last page of the I-9 form to establish both Identity and Employment Authorization to Human Resources department located in South Hall 1<sup>st</sup> floor.**
- ✓ All FWS correspondence will be sent to my BCC email address. My BCC email account must be active before I can apply for a job.
- ✓ I can only select the jobs listed on the FWS website.
- ✓ I can only work at one site at any given time.
- ✓ I must choose my job site wisely by reading the entire job description. I understand that once I accept the placement, I am expected to remain at my chosen job site.
- ✓ During the interview with my prospective FWS supervisor, I should ask questions about my job duties and be informed of the number of hours that I am expected to work per week.
- ✓ Once my supervisor submits my hire request online, I cannot start working until I receive an email stating that I have been approved to work at that site. All FWS correspondence will be sent to your BCC email address.
- ✓ I cannot be paid (from the FWS program) for hours worked prior to my approval/start date.
- ✓ I am not permitted to work while I am scheduled to be in class. I must give my supervisor a copy of my class schedule.
- ✓ I cannot work more than 20 hours per week.
- ✓ If I worked during the fall semester and do not re-enroll at BCC for the spring semester, my work assignment ends on the last day of finals for the fall semester.

- ✓ I do not have to return to placement during the spring if I was placed during the fall semester and wish to continue working at the same work site during the spring. However, I must be registered at BCC for at least 6 credits for the spring semester. I must also submit my spring class schedule to my supervisor in order to continue working.
- ✓ An unpaid break is mandatory if I work more than 6 consecutive hours. One-half hour is the minimum break allowed.
- ✓ I should conduct myself in a professional manner at all times.
- ✓ I should notify my FWS supervisor when I will be late or cannot report to work.
- ✓ Timesheets must be submitted by you and approved by your FWS supervisor on the due date indicated on the FWS payroll schedule. Timesheets submitted after the due date are considered late and will be paid on the next pay cycle.
- ✓ Timesheets that are filled out incorrectly can delay the receipt of payment for that pay period.
- ✓ All FWS checks will be mailed out on the dates indicated on the FWS payroll schedule unless direct deposit is chosen.
- ✓ I can enroll in Direct Deposit on CUNYfirst self-service.
- ✓ I must make sure that my mailing and email address are correct on CUNYfirst and with the Financial Aid Office.
- ✓ Federal work-study is taxable income. I will receive a W-2 form from the City University of New York. It will show the amount I earned from work-study and federal, state, and local taxes withheld, if any. This information will also be sent to the federal, state and local taxing agencies. If I intend to file a tax return, I must include these earnings.
- ✓ If I am currently receiving unemployment, I should contact the Unemployment Office before I accept a FWS job.
- ✓ Employment Verification letters are available upon request for any agency requesting employment information.
- ✓ If a problem develops on the job, the first point of contact should be my supervisor. If the problem cannot be resolved, I should contact the Financial Aid Office.

To Be Completed by the Student: I hereby acknowledge that I have received the above information and agree to abide by the Federal work-study guidelines and policies.

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Date

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Student Signature