Federal Work-Study Fact Sheet

Please read carefully and ask for clarification if necessary before signing.

I will receive the FWS Contract, I-9 Form, IT-2104 or IT-2104E Form, FWS Payroll Schedule and complete the online orientation as required during the placement process. I understand that I am responsible for complying with the procedures and policies of the Federal Work-Study Program.

___ Students must select their FWS placement carefully. Once the student is officially placed, they must remain at the job site for the contract period.

___ Students must register and maintain a minimum of 6 credits each semester in their division of matriculation.

___ Any student whose enrollment falls below 6 credits because they drop, withdraw (officially or unofficially) or stop attending classes must stop working immediately. Students are responsible to notify their site supervisor regarding changes in class schedule/enrollment and the FWS staff in the Financial Aid Office.

___ Students may not work during the times that they are scheduled to attend classes as per their official registration. **Reminder: class and work schedules must not conflict with or overlap each other.**

___ Students are allowed to work a maximum of 20 hours per week. Time sheets with more than 20 hours per week will be returned to the supervisor. (A lower maximum may apply.)

___ A mandatory half-hour break is required after five hours of consecutive work. (See the FWS Payroll Schedule for additional regulations.)

___ Each student is responsible for monitoring his/her own FWS earnings. I understand that under the federal regulations, I cannot be paid from Federal Work-Study money for hours worked in excess of my award.

___ Wages for all students working off campus will be subject to FICA deductions.

___ Wages earned by students working on campus during the intersession may be subject to FICA deductions. If a pay period includes a period of time subject to FICA, the entire pay period will have FICA deducted.

___ I am aware that I can request direct deposit of my work-study earnings and other financial aid funds. I have been provided information about the CUNY Scholar Support Prepaid Card.

________________________________   _____________________________
Student’s signature     Date