



Federal Work-Study Rights & Responsibilities Fact Sheet

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

Students must accept the FWS award on their CUNYfirst account. Students risk losing the award if it is not accepted.

Students must select their FWS placement carefully. Once the student is officially placed, that is their job site for the contract period. Students can only work at one job site at a time.

Students will receive the FWS Student/Employer Acknowledgements form, Form I-9, W-4 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 register and maintain a minimum of 6 credits each semester in their division of matriculation by the required date. To be eligible to work in the summer semester, students do not need to be registered in summer, however, they must enroll and attend a minimum of 6 credits for the fall semester.

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 and the FWS staff in the Financial Aid Office regarding changes in class schedule/enrollment.

Reminder: class and work schedules must not conflict or overlap each other. The student must give a copy of their class schedule as indicated on CUNYfirst to the job site supervisor in order to arrange a work schedule.

Students may not work when they are scheduled to attend classes as per their official registration on CUNYfirst. Time will not be accepted for input by the supervisor via the online time sheet submission process. Students enrolled in a hybrid/online class must submit official proof to their FWS supervisor at the time of job placement.

Students are allowed to work a maximum of 20 hours per week. A mandatory half-hour break is required after six hours of consecutive work. (See the FWS Payroll Schedule for additional regulations.)

Each student is responsible for monitoring his/her own FWS award and earnings. FWS awards must be earned by working. I understand I can only be paid for the hours I have worked in accordance with FWS program guidelines. I understand that under the federal regulations, I cannot be paid from Federal Work-Study money for hours worked in excess of my award. Unearned portions of FWS awards do not roll over to future academic years.

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. Students will receive a W-2 form from the City University of New York in January. It will show the amount of money earned/paid from federal work-study and federal, state, and local taxes withheld, if any. If I am required to file a tax return, I must include these earnings.

I am aware that I can request direct deposit of my work-study earnings and other financial aid funds. Students who do not sign up for direct deposit will have paper checks mailed to their preferred address on CUNYfirst. Paper checks can be delayed or lost in the mail, therefore you may want to opt for direct deposit.

Direct Deposit – direct transfer of your earnings to your bank account. This option can be set up on CUNYfirst. You can sign up for direct deposit on CUNYfirst. Refer to the Financial Aid Guide on the Brooklyn College website.

Student's Signature

Date