# Federal Work-Study Fact Sheet

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

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

I 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.

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 with or overlap each other.**

Students may not work during the times that they are scheduled to attend classes as per their official registration indicated on CUNYfirst. Students enrolled in a hybrid/online class must submit official proof to their FWS supervisor at the time of job placement. A copy of the official letter from the professor must be attached to each time sheet submitted for processing.

Students are allowed to work a maximum of 20 hours per week. During the summer and recess periods a higher weekly maximum may be approved by the Brooklyn College Financial Aid Office.

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 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.

PAYMENT OPTIONS:

- **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 at: *http://goo.gl/16uPt0* page 13.

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Student's signature Date