Federal Work-Study (FWS)
Orientation Review Questions

Instructions: Students are required to bring the completed pages to their placement appointment.

1. What is the mission of the Federal Work-Study Program?
a) It serves as a source of financial assistance
b) It offers a training ground where students can work and gain valuable experience
c) It encourages students to participate in community service based organizations
d) It provides students an opportunity to participate in the Family Literacy Program
e) All of the above

2. How does a student receive a Work-Study award?
a) By registering for 3 credits
b) File and indicate on FAFSA that you want to apply for Federal Work-Study
c) Meet Federal and CUNY eligibility criteria
d) Choice a and b
e) Choice b and c

3. What job site locations are available to Work-Study students?
a) On campus departments and offices
b) New York City Public Service Corps (PSC)
c) Off campus (CUNY approved sites)
d) All of the above

4. The methodical review of available FWS job listings is part of what process?
a) The FWS placement process
b) The interview process
c) FWS orientation process
d) Coursework process

5. Which of the following are interview tips mentioned in the FWS Orientation?
a) Bring your current resume and have a positive attitude
b) Keep cell phones turned on to accept incoming calls
c) Dress appropriately
d) Know what times you are available to work
e) None of the above
f) Choice a, c, and d

6. Once you make your appointment, what location do you go to for placement?
a) Registrar's Office
b) FWS Job Placement Site
c) Bursar's Office
d) Magner Career Center
e) Office of Student Life

7. What should you bring to your placement appointment?
a) Social Security Card, acceptable documents listed on Form I-9
b) Validated Brooklyn College I.D.
c) An updated transcript
d) Choice a and c
e) Choice a and b

8. When does job placement become official?
a) Once the supervisor signs the necessary documents
b) Once you start your first day of work
c) Once you receive your first pay check
d) Once you personally return all required forms to the Work-Study staff in the Financial Aid Office/FWS Placement Site and receive the NYS Dept. of Labor Form.

9. Enrollment status for financial aid is established based on what day of the semester?
a) 2nd Day
b) 4th Day
c) 7th Day
d) 10th Day

10. When is a FWS employee not eligible to work?
a) Withdrew from all courses (officially/ unofficially)
b) Dropped below 6 credits (officially/ unofficially)
c) Earned entire FWS award on my CUNYfirst account
d) During the time classes meet on their CUNYfirst account
e) All of the above

11. What is the maximum amount of hours that a student may work per week?
a) As many as you can fit into your schedule
b) 6
c) 20
d) 40

12. What is the minimum amount of hours that a student may work per week?
a) 6
b) 20
c) 40
d) 1

13. After your 6th consecutive hour of working you are required to:
a) Report to your supervisor immediately
b) Take at least a half hour break
c) Take an hour break
d) Continue working

14. How are FWS time sheets to be submitted for payment?
a) Supervisors must mail time sheets to the Financial Aid Office
b) Time sheet must be hand delivered to the Financial Aid Office
c) Supervisors must fax time sheets to the Financial Aid Office
d) None of the above

15. If you have questions about the Federal Work-Study Program:
a) Ask a friend
b) Visit the Brooklyn College Financial Aid website
c) Ask a staff member in the FWS Office (308 West Quad Center)
d) Choice b and c
e) None of the above

Note: Students with 3 or more incorrect answers will be advised to review the orientation presentation again and return for a new appointment.

I have reviewed the online Federal Work-Study Orientation, program information on the college website and understand my responsibilities as a Work-Study student employee. I have also reviewed the information below.

- *I understand that as a condition of being a FWS employee, I must register and maintain at least 6 credits in my division of matriculation by the required date each semester.*
- *I must attend classes and make satisfactory academic progress as defined by the College.*
- *If my enrollment falls bellows 6 credits because I drop, withdraw (officially or unofficially) or stop attending classes I must notify my supervisor and immediately stop working.*
- *I must communicate my change in class schedule to my immediate supervisor and the FWS staff in the Financial Aid Office (308 West Quad Center).*
- *I understand I must review all payroll and placement information provided by Brooklyn College.*
- *I may request direct deposit of my FWS earnings/financial aid funds.*
- *I may opt to enroll for the CUNY Scholar Card.*
- *If I am uncertain about FWS Program requirements it is my responsibility to meet with a member of the Work-Study staff in the Financial Aid Office.*

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Student's Name (please print) EMPL ID

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Student's Signature Date