



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) 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/pagers turned on to accept incoming calls/messages
- 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 office do you go to for placement?**
- a) Registrar's Office
 - b) Financial Aid 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, Alien Card (Permanent Residency Card) or other acceptable Form I-9 documents
 - 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. How many credits must a student maintain in their division of matriculation to work?**
- a) A minimum of 6 credits
 - b) A minimum of 1 credit
 - c) A minimum of 12 credits
 - d) A minimum of 9 credits
- 10. 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
- 11. What is the minimum amount of hours that a student may work per week?**
- a) 6
 - b) 20
 - c) 40
 - d) 1
- 12. After your 5th 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

13. How are FWS time sheets to be submitted for payment?

- a) Hand deliver to the Financial Aid Office
- b) Mail to the Financial Aid Office
- c) Fax to the Financial Aid Office
- d) None of the above

14. 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
- 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 and understand my responsibilities as a Work-Study student employee are as follows:

- _____ I understand that as a condition of being a FWS employee, I must register and maintain 6 credits in my division of matriculation.
- _____ I must attend classes and make satisfactory academic progress as defined by the College.
- _____ I may request direct deposit of my FWS earnings/financial aid funds.
- _____ I may opt to enroll for the CUNY Scholar Support Prepaid Card.
- _____ If my enrollment falls below 6 credits because I drop, withdraw (officially or unofficially) or stop attending classes I must notify my supervisor and stop working.
- _____ I must communicate my change in class schedule to my immediate supervisor and the FWS staff in the Financial Aid Office.

Student's Name (please print)

Social Security Number

Student's Signature

Date