The Federal Work Study Program requires that you receive the information contained in this document. This is a concise list of your rights and responsibilities as a participant in the FWS program. The original copy of this form will be kept in your permanent file. Please read this form carefully and check “√” each item. If you do not understand any item, the FWS Coordinator or designee will answer your questions.

1. The FWS program award is not a grant and must be earned by working. I will be paid only for the hours that I have worked.

2. I understand that I cannot transfer any unearned portion of my award to another student. FWS awards do not rollover from one academic year to another. If I do not earn my full award by the “last day to work”, the balance of the award expires.

3. I understand that I will not be paid for any hours worked prior to the placement date on my FWS Student/Employer Acknowledgments. I know that I will not be paid for any hours worked after the “last day to work”, or after I have earned my full FWS award.

4. I understand that my first day to work is outlined on my FWS Student/Employer Acknowledgments. The FWS Student/Employer Acknowledgments cannot be altered by anyone other than the FWS Coordinator.

5. I understand that I cannot work during the time I have classes. A copy of my class schedule is to be given to my supervisor for the fall and spring semesters.

6. I must contact my FWS supervisor/alternate if I am not reporting to work or going to be late.

7. If I am working on an on-campus site when the college is officially closed, a clear notation stating that the office is open, with the supervisor present, and must be indicated on the FWS time sheet with my FWS supervisor and/or alternate’s initials. If this notation is missing, those hours will be deducted from the FWS time sheet total hours.

8. My pay rate will remain the same for the entire period of the FWS Student/Employer Acknowledgments.

9. My FWS payroll check cannot be released before the scheduled disbursement date.

10. I understand that I cannot work during intercession if I wasn’t registered for the preceding Fall semester for at least 6 credits, and I do not intend to register for at least 6 credits for the Spring semester during the same academic year (as defined as Summer, Fall, Winter Intercession, and Spring).

11. Time sheets that are not the original white copy, unreadable, has missing supervisor’s signature, stating the wrong pay period, or missing current contract will be returned to the supervisor unprocessed. This will delay your payment.

12. I understand that I cannot hand deliver timesheets to the Office of Financial Aid. I must follow the FWS Payroll Schedule as outlined.
If I elect to take a Public Service Corp. placement, I must follow their payroll calendar/schedule, policy, and procedures to receive payment on time.

I should keep copies of my FWS Student / Employer Acknowledgments and timesheets for at least 3 years.

According to the Labor Law Section 511(15), State of New York, a student who is enrolled and in attendance at a school and who is employed in that school is expressly excluded from coverage for purposes of unemployment insurance. However, it should be made clear that the determination of eligibility should be made by the New York State Department of Labor.

According to NY State Department of Social Service, Administrative Directive 81 ADM-38 of August 27, 1981, all Financial aid is exempt from consideration in determining financial eligibility for public or medical assistance.

FWS earnings will be counted when applying for food stamps.

I am aware that I can request direct deposit of my work-study earnings and other financial aid funds.

I must stop working when my enrollment drops below 6 credits, withdraw from classes, take a leave of absence, if I am dismissed from the college, or graduate. I must inform the FWS Coordinator and my FWS supervisor immediately.

If I work during the Fall semester and I do not register for the following Spring semester, I cannot work beyond The last day of finals for the Fall semester. I understand that I am not eligible to work and receive payment for any hours worked during Winter Intercession.

If I work during intercession, FICA will be deducted from my FWS earnings as outlined in the FWS Student/Supervisor Handbook.

It is prohibited to use cell phones at my work site during scheduled working hours.

I will adhere to proper dress codes to include clean and neat appearance during scheduled working hours: males should not wear “doo rags”, caps, or any offensive markings on clothing. Slacks and pants should be at waist level at all times. Females should wear clothing that are accustomed to their work place. Clothes should fit comfortably and not too revealing of any one body part.

In addition to the above rules and regulations for the FWS program participants, no children or visitors are allowed at any work site.

I, hereby state that I have read the above items carefully and completely. I understand my rights and responsibilities and I have received clear answers to my questions regarding the Federal Work Study Program. I also acknowledge that if my behavior is less than stellar, my supervisor has the right to discontinue my work agreement at his/her department for non-compliance.

_________________________  ___________________________
Student’s Signature                Date