



2019-2020 Federal Work-Study/Student Assistance Application and Guidelines

Guidelines

All work-study students and their employers must read the following information about the Federal Work-Study Program. Both the students and their employers are responsible for understanding and adhering to these guidelines:

- The employment of Work-Study students must not result in the displacement of employed workers or impair existing contracts for services.
- Federal work-study students may not be employed by churches, synagogues, or other religious organizations in activities, which specifically promote their views or ideas.
- Off-campus services to be performed by Federal Work-Study students must be in the public interest.
- Federal Work-Study positions may not be connected to any entity or organization engaged in partisan political activity, including lobbying at the Federal level.
- Work-Study is a need based, self-help financial aid program designed to allow students to earn money for their educational expenses. The Federal government pays 75% of money earned and the employer contributes the remaining 25%. The only exception is the AMERICA READS PROGRAM, where the federal government pays 100% and no contribution is expected from the employer.

Eligibility

- Have a demonstrated financial need as a result of filing the FAFSA.
- Be enrolled at SFC as a matriculated student on at least half-time basis.
- Be making satisfactory academic progress.
- Be enrolled for the coming academic year to be considered for summer term work-study, unless graduating in August.
- Students may work for an approved, off-campus agency or government agency.
- Students will be paid only for hours worked. Students will not be paid for sick leave, holidays, overtime, or vacation days.
- Students participating in the Federal Work-Study Program may work no more than 15 hours per week. However, students are encouraged to work fewer hours while attending classes.
- Student earnings may not exceed the amount of Federal Work-Study on the award letter for an academic year or a summer semester. A student may earn no more than half the total academic year award during the fall semester. The remaining award is earned during the spring semester.

- Federal Work-Study awards are made for the nine month academic year and for the summer. Separate awards and separate Employment Authorizations are necessary for each period.
- Regardless of the school or college the student attends, Federal Work-Study normally begins on the first day of class in the fall semester and ends on the last day of class in May.
- Summer Federal Work-Study begins (if funds are available) the first day of class in the summer and runs until the last day of classes for the summer sessions semester.

Obtaining Employment

- Before seeking any position, you must receive a financial aid award letter with a work-study award and accept the funding on the award letter.
- On-campus Work-Study jobs are available through the Bursars Office.
- Student hours worked must not exceed the allotted work-study funding awarded for a given semester.
- If a department/employer hires a student without confirming the student's eligibility for Federal Work-Study, the employer will be responsible for all wages the student has earned.

Receiving bi-weekly payment once hired

- On-Campus Students hours worked must be submitted via the ADP web portal and approved by the supervisor.
- Students are paid every two weeks and are required to sign up for direct deposit.
- Students will be paid only when all appropriate payroll forms are completed and submitted. If all paperwork has not been completed, the employer is solely responsible for paying the student.
- Questions about paychecks should be referred the payroll office on the 3rd floor.
- Social Security or Federal Income Taxes may be assessed against earnings depending on the amount earned. Questions on this matter should be directed to the payroll office on the 3rd floor.
- State and local wage taxes will be assessed depending on requirements where the students are employed.

Work Study Supervisors and Business Managers

- Must monitor the student earnings to ensure that students do not earn in excess of their work study award. An organization may forfeit its eligibility to employ students if students are continually permitted to exceed their awards. If the student exceeds their award, the employer will be responsible for 100% of the over award out of there department budget.
- An employer authorizing students to work hours that would exceed their work-study award will be responsible for the total excess earnings, no exceptions.

Required Documents

1. 2019-2020 valid FAFSA on file (if selected for verification, student must submit all required documents, SFS must process all forms before a student can be eligible to work under the work-study program).
2. 2019-2020 Application for Work-Study/Student Assistance Form
3. 2019-2020 Student Employment Referral & Authorization to work Form
4. SFC Direct Deposit Form
5. 2019 W-4
6. I-9 with all supporting documents required

Federal Work-Study Program – Frequently Asked Questions

1. What is Federal Work-study?

Federal Work-study is a need-based grant that allows students to earn money towards their educational expenses. Students must work in order to earn the funds. Work-study does not pay towards tuition and fees.

2. How do I qualify for Federal Work-study?

Students must first file a FAFSA application. Students must have “unmet need” to qualify. SFS will award eligible students with FWS on their award letter. Students must be eligible for Title IV (Federal) Aid to qualify for Federal Work-study.

3. How can I accept the work-study award?

You must accept this award on your award letter from student financial services. Once you accept the award you must mail or drop off the award letter to student financial services.

4. How do I find a work-study positions?

For on campus and off campus positions, students should visit student financial services to seek job availability.

5. How many hours can I work with my Federal Work-study Job?

- Student should only work up to 15 hours per week during the Fall/Spring Semester. During the Summer Session students are allowed to work up to 15 hours per week if they have enough FWS funding to cover their wages.
- Students working a Federal Work-study position do not qualify for overtime pay.
- Students are not permitted to work during their scheduled class hours. The only exception if there is written notice that the class has been cancelled.

6. Can I request an increase if I need more funding to continue working for any given semesters?

Students can request one increase per semester. We can only guarantee the increase if there is enough funding within our budget to cover it.

7. Can I use work-study for summer semester?

- Students who have used work-study during Fall/Spring and are registered for summer session will be reviewed for a summer grant.
- Students who are not attending summer but are registered for fall should stop by SFS at the end of April to be reviewed for Summer Work-study.
- Students working during the summer are required to have a valid FAFSA for the upcoming academic year.
- The last date to work during summer is the last day of finals for that semester.



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

2019-2020 Application for Work-Study/Student Assistance

Student's Last Name First Name M.I.

Student's Identification (ID) Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Students Phone Number

Expected Graduation Date

Year (check one):

Freshman

Sophomore

Junior

Senior

Desired FWS/Student Assistance Participation:

Summer

Fall/Spring

Fall Only

Spring Only

I prefer to work:

On Campus

Off Campus (Public Service Corps or America Reads)

Work Experience: (Please Complete below or Attach a copy of your resume)

1. Employer: _____ Length of Employment: _____
Type of Work/Duties: _____
2. Employer: _____ Length of Employment: _____
Type of Work/Duties: _____
3. Employer: _____ Length of Employment: _____
Type of Work/Duties: _____

Job Skills:

- Computer/Data Entry
- Filing
- Organizational Skills
- IT Skills
- Communication Skills
- Writing Skills
- Mailroom
- Peer Tutoring
- MS Excel Proficient
- MS Word Proficient
- Telephone skills/Etiquette
- Typing
- Other: _____

Department of Interest: (Please List 3)

1. _____
2. _____
3. _____

Estimated what hours would you be able to work?

Monday: _____ Tuesday: _____ Wednesday: _____
Thursday: _____ Friday: _____

Student Signatures:

I certify that the above information is correct to the best of my knowledge. I understand this is a preliminary screening application and that more paperwork will be required if I am selected for the program.

Student Signature: _____ Date: _____

For office use only:

Date Received:	EFC:
SAP Status:	Amount of Loan Eligibility:
Cumulative GPA:	Amount of Scholarship Eligibility:
Verification/Codes Status:	Financial Need:
Credits Completed:	Work-study or Student Assistant Eligibility:
Job Placement:	FWS Coordinator Signature:



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

2019-2020 Student Employment Referral & Authorization to Work

_____ Student's Last Name	_____ First Name	_____ M.I.	_____ Student's Identification (ID) Number
_____ Student's Street Address (include apt. no.)			_____ Student's Date of Birth
_____ City State Zip Code			_____ Student's Email Address
_____ Students Phone Number			_____ Expected Graduation Date

Semester for which form is being completed for:

Fall 2019 Spring 2020 Summer 2020

Confidentially Agreement

As a condition of my employment, continued employment or relations with St. Francis College, I agree to abide by the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding the confidentiality and use of a student's private information. I understand and agree that if I access, use or disclose Confidential Information in any form- verbal, written, or electronic- in a manner that is inconsistent with or in violation of FERPA, St. Francis College may impose disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with SFC, and I understand the following:

- I must be enrolled during the semester of work and in good academic standing.
- I may not work during unauthorized periods or exceed more than 20 hours per week.
- I will complete all required forms of employment and payroll on a semester basis as needed.
- If I receive a sign-on code to access the SFC Network and Systems:
 - I will responsible for any use or misuse of my network or application system sign-on codes.
 - I will not attempt to access information on the SFC Network and Systems except to meet needs specific to my job or position at SFC.

I Acknowledge that I have read and agree to the terms of this Confidentiality Agreement.

Student Signature

Date

This section is to be completed by the Department Supervisor:

Department Name and Extension:

Supervisor (print name):

Supervisor Signature

Date

This section is to be completed by the Office of Student Financial Services:	
Work Study Eligible:	____ Yes ____ No
Work Study Award:	\$ _____
New Hire:	____ Yes ____ No
Returning Worker:	____ Yes ____ No
_____	_____
Student Financial Services Signature	Date

This section is to be completed by Payroll Services:	
Form	Submitted (Initial)
I-9	
W-4	
Referral Form	
_____	Comments:
Payroll Signature	

Date	

Please Note: If a student is eligible for the Federal Work-study Program, the pay rate will be charged at 25% against the department budget and 75% against available Work-study funds until the funds are completely used. The college will charge the departments at the rate of 100% when the Work-study grant balance is zero or if the student is not eligible for Work-study.

The current pay rate is \$15.00 per hour and is subject to change according to minimum state wage requirement on January 1, 2018.