

## Federal Work-Study Rights & Responsibilities Fact Sheet

The Federal Work Study (FWS) program requires that you receive the information contained in this document. This is an extended list of your rights and responsibilities as a participant in the FWS program. **Please read this form carefully and initial each item.** If you do not understand any item, your Campus Work-Study Coordinator will answer your questions.

### I understand that:

\_\_\_\_\_ The FWS award must be earned by working. It is not a grant. **I can be paid only for the hours I have worked.**

\_\_\_\_\_ **I WILL NOT** be paid FWS funds for hours worked in excess of my award. My FWS award represents the maximum amount I may earn for the academic year. Once I fully earn my FWS award, I must stop working.

\_\_\_\_\_ **I must be registered for at least 6 credits** for the fall, spring and/or summer semesters to participate in the FWS program. **I must stop working as of the day my enrollment falls below 6 credits.**

\_\_\_\_\_ FWS awards do not rollover from one academic year to another. **If I do not use my full award by the end of the semester, the balance of my award will expire.**

\_\_\_\_\_ There is no penalty if all or part of the award is unearned. Unused portions of my award are **NOT** converted into another form of aid.

\_\_\_\_\_ First year work-study students are paid \$10/hr and second year (two full semesters worked) work-study students are paid \$11/hr. All pay adjustments are done at the beginning of the Fall semester.

\_\_\_\_\_ I can only select the jobs listed on Northern Virginia Community College's work-study website.

\_\_\_\_\_ I must choose my job site wisely by reading the entire job description completely. **I understand that once I accept the placement I am expected to remain at my chosen job site.**

\_\_\_\_\_ During my interview with my prospective FWS supervisor, I should ask questions about my job duties and be informed of the number of hours per week that I am expected to work.

\_\_\_\_\_ I cannot be paid for hours worked prior to being approved by the College Financial Aid Office and Human Resources/Payroll.

\_\_\_\_\_ If I worked during the Fall semester and do not re-enroll at NVCC for the Spring semester, or if I worked during the spring semester and do not enroll at NVCC for the Summer semester, my work assignment ends on the last day of finals for the fall semester or spring semester.

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\_\_\_\_\_ I am **NOT** permitted to work while I am scheduled to be in class.

\_\_\_\_\_ I **cannot work more than 15 hours per week**

\_\_\_\_\_ I can only work at one site at any given time.

\_\_\_\_\_ I must notify my FWS supervisor when I will be late or cannot report to work.

\_\_\_\_\_ Timesheets must be submitted by the due date indicated on the payment schedule. Timesheets submitted after the due date are considered late and will be paid on the next pay cycle.

\_\_\_\_\_ Timesheets must be approved by your FWS supervisor.

\_\_\_\_\_ Timesheets that are filled out incorrectly will be returned to the FWS employee unprocessed. This may delay the receipt of payment for the period.

\_\_\_\_\_ I must make sure that my mailing and e-mail address are correct with both the Registrar and Financial Aid Office.

\_\_\_\_\_ Federal work-study is taxable income. At the end of the year, I will receive a W-2 form from Northern Virginia Community College. It will show the amount I earned from work-study and federal, state and local taxes withheld, if any. This information will also be sent to the federal, state and local taxing agencies. If I intend to file a tax return, I must include these earnings.

\_\_\_ If a problem develops on the job, the first point of contact should be my supervisor. If the problem cannot be resolved, I should contact the Campus Work Study Coordinator

**To Be Completed by the Student:** I hereby acknowledge that I have received and understand the above information and agree to abide by the Federal Work-Study guidelines and policies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature