

FEDERAL WORK-STUDY INFORMATION

The financial aid award letter sent to the student indicated their eligibility to participate in the Federal Work-Study Program. The award is not a guarantee but the maximum amount the student may earn under the work-study program.

It is the responsibility of the student to secure a work-study position on campus. Check the list of offices that hire work-study students and contact the work-study supervisor in the department in which you are interested and set up an interview. Confirm with the supervisor what is expected of work-study students in their office.

College offices require work-study students who are able to follow through on general office duties, photocopying, typing and filing. Students must be able to follow directions, maintain student confidentiality and be detail oriented. All departments appreciate students who are dependable, committed and work well with others.

A timesheet must be completed by the student and approved by the supervisor for each payroll period.

THE FOLLOWING WORK-STUDY INFORMATION MUST BE COMPLETED AND SUBMITTED TO FINANCIAL AID SO THE STUDENT MAY BE CONSIDERED FOR WORK-STUDY EMPLOYMENT

1. Complete the Student Section on the work-study contract. The supervisor of the department in which you are hired must complete the Supervisor Section.
2. Complete the bottom portion of the W-4 Form (Employee's Withholding Allowance Certificate).
3. Complete Section 1 of the I-9 Form (Employee Information and Verification).
4. Submit copies of TWO forms of identification. One from LIST B and one from LIST C of the acceptable document lists that are part of the I-9 form.
5. Complete the Town of Mc Candless Local Services Tax (LST) form.
6. If you are requesting exemption from the Local Service Tax, complete the LST Exemption Certificate and submit requested documentation.
7. Read and sign Workers' Compensation Information statement.

A WORK-STUDY STUDENT *MUST* VERIFY ELIGIBILITY AND HAVE ALL THE NECESSARY DOCUMENTATION IN THE FINANCIAL AID OFFICE BEFORE WORK HOURS CAN ACCUMULATE OR PAYCHECKS BE ISSUED