

Federal Work Study Policies and Procedures

Federal Work Study Program is a program based on financial need that allows students to work part time. Funds that are earned through employment will assist students in their educational expenses.

Student Eligibility

In order to receive FWS you must meet the below eligibility requirements:

- A student must show documented financial need every year by completing the Free Application for Federal Student Aid (FAFSA).
- A student must be awarded Federal Work Study as a part of his/her financial aid package.
 1. Federal Work Study is awarded on a first come first serve basis.
 2. Once the Financial Aid package is completed and eligibility is determined the student must submit a FWS Application to the FWS Coordinator.
 3. Those wishing to return to their FWS employment are required to complete the FAFSA by June 1st with all remaining financial aid paperwork on file.
 4. Student is awarded with a specific amount of FWS as listed on his/her financial aid award letter. This amount is based on your need.
- Student must be enrolled full time in the upcoming year.

Employment Opportunities

- Federal Work Study jobs are available on Campus. Most Jobs are offered within the Administrative Offices or at the three Academic Schools Art, Architecture and or Engineering.
- Off –campus is community service employment.
 1. Tutoring- Tutor elementary children with Reading or Math at our participating local Afterschool Programs.
 2. Saturday Outreach Program- Help students in New York City Public High School students with the learning experience of Art.

Obtaining Employment

- Interested Students should contact the Financial Aid office to make sure all financial aid paper work is on file before they can start to work.
- Federal Work Study Coordinator will inform students about the various on campus jobs.
 1. Student must complete the Federal Work Study Application
 2. Department Supervisor's may request an Interview with student.
 3. The Coordinator will email student to Cooper Union email with the position information once the student has been matched with employment.
 4. Student must complete and submit all paperwork to the Payroll Department.
Once all required documents are complete the Federal Work Study Coordinator will send the student an email to Cooper email address to verify that he/she is approved to begin working.

Timesheets

Students must complete a timesheet, sign it and have your supervisor sign it before it can be processed. Any incorrect timesheets received will be sent back to the Supervisor.

- Timesheets are then submitted to the Financial Aid Office for processing. Please note that all timesheets are due the day before the payroll scheduled date.
- Late Timesheets will result in a delay in receiving payment.
- Incorrect timesheets will be sent back to Supervisor. Causing a payment delay.
- Falsification of timesheets will result in immediate suspension with potential termination from Federal Work Study Program without the right to appeal any decision.
- Student payroll is paid twice a month.
- For a copy of the Payroll Schedule please contact the Financial Aid Office.

Pay Rate / Hours

Students can work a maximum of 20 hours per week. For the current Academic Year Federal Work Study Student pay rate should be no less than the minimum wage of \$13 per hour. Higher pay rates are up to the employment Department discretion.

- Student may earn up to their awarded amount.
- Total earnings are based on a school wide Federal allocation.
- Please be aware that any Federal Work Study earnings not used will result in a decrease of your awarded amount.
- Student may increase/reduce their Federal Work Study amount. Student must contact the financial aid office to increase the award as it is determined based on the need and eligibility of financial aid.
- Financial Aid office will keep track of your earnings. Any over usage will not be paid and timesheet will be sent back to supervisor.

Breaks and Holidays

- When classes are not in session or during scheduled breaks student are allowed to work.
- Supervisor's approval is required in order to work longer hours.

Rehire Procedure

- You must notify the Financial Aid Office and your supervisor in writing if you are interested in returning to a previous position.
- Your Financial Aid Process must be completed.
- Your supervisor must notify the Financial Aid office of their rehire approval.

Employment Termination

Due to the limited availability of funding all students must meet Federal Work Study Eligibility requirements. Failure to attend classes while in session to work is not permitted. This action will result in termination of employment and an automatic cancellation of your award

Q. A.

Q. How is My Federal Work Study information sent to me?

A. All Cooper Union correspondence will be sent via Cooper Union email address. Please make sure you check your emails at all times.

Q. Can I receive additional Federal Work Study after my award is depleted?

A. If you have additional financial need, you may request an additional Federal Work Study award.

Q. Are my earnings taxable?

A. Yes. Federal Work Study earnings are considered taxable income for both Federal and State purposes. However, they are not included in the calculation of your eligibility for financial aid.

Q. Where can I pick up my check?

A. You may pick up your pay check from the Payroll Office on the dates indicated on the Payroll Calendar. Student I.D. is required. If you wish to sign up for direct deposit, please see Payroll Office. Payroll office is located at 30 Cooper Square, 7th Floor, New York, NY 10003.

Q. Can my paycheck be mailed to me?

A. Mailing request must be submitted to the payroll office.

**Federal Work Study
2018-2019 Academic Year**

1. Complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) online.
2. Make sure your registration is complete.
3. Log In to **Self Serve Service**. Under the Financial Aid Section:
 - a. Check FA Missing Information Letter to make sure you have no outstanding information/ documentation to submit to the Financial Aid Office.
 - b. Make sure you have accepted your Federal Work Study award in Self Serve Service.
 - c. Complete and submit the Work Study Application Processing Form. Self Serve will direct you to the Application Link.
4. Complete new hire documentation with Payroll Office.



The Cooper Union for
The Advancement of
Science and Art

Financial Aid Office
30 Cooper Square 3rd Flr
New York, NY 10003

2018-2019 Federal Work Study Processing Form

_____	_____	_____
Last Name	First Name	Student ID#
_____		_____ @cooper.edu
Address		Email
_____	_____	_____
City	State	Zip Code
		Primary Contact #

Positions: Indicate the top three positions you are interested in applying for 2018-2019.

1. _____
2. _____
3. _____

Available to Work: (Check and provide hours)

- ☐ Monday/ Hours: _____
- ☐ Tuesday/ Hours: _____
- ☐ Wednesday/ Hours: _____
- ☐ Thursday/ Hours: _____
- ☐ Friday/ Hours: _____

Describe special skills:

Terms and Conditions:

- ☐ I have read, and accept the Federal Work Study Policy.
- ☐ I understand that Federal Work Study is on a first come first basis.
- ☐ I will respect and follow all necessary requirements.

_____	_____
Signature	Date

THIS FORM MUST BE RETURNED TO THE FINANCIAL AID OFFICE IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.