

Federal Work-Study (FWS)

Student Rights and Responsibilities Acknowledgement

Student Name: _____

EMPLID: _____

Department: _____

Supervisor: _____

Student Rights

As a Federal Work-Study (FWS) student, you have the right to:

- Work in a safe, respectful, and non-discriminatory environment.
- Receive training and supervision necessary to perform your assigned duties.
- Be paid for all approved hours worked in accordance with Federal Work-Study payroll schedules.
- Receive timely payment for correctly submitted and approved timesheets.
- Ask questions regarding your work assignment, schedule, or Federal Work-Study award.

Student Responsibilities

As a participant in the Federal Work-Study Program, I understand and agree to the following:

Eligibility

I understand that I must:

- Maintain eligibility for the Federal Work-Study Program throughout the academic year.
 - Be enrolled in at least **6 credits** at time of hire.
 - Maintain **Satisfactory Academic Progress (SAP)** in accordance with federal and institutional requirements.
 - Immediately notify my supervisor and the Federal Work-Study Office if my enrollment changes, I withdraw from classes, or I become ineligible for financial aid.
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Work Schedule

I understand that I must:

- Work only during my approved work schedule.
 - Never work during scheduled class times, including online, hybrid, or in-person classes.
 - Not work additional hours without my supervisor's approval.
 - Stop working immediately once I have earned my full FWS award or when instructed by the Federal Work-Study Office.
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Timekeeping

I understand that I am responsible for:

- Accurately recording all hours worked.
- Submitting my timesheets by the published deadlines.
- Reporting only hours that I actually worked.
- Never allowing another person to complete or submit my timesheet on my behalf.

I understand that inaccurate or late timesheets may delay my paycheck.

Employment Responsibilities

I understand that I am expected to:

- Perform my assigned job duties in a professional manner.
 - Arrive to work on time and notify my supervisor if I will be absent or late.
 - Follow all departmental policies and workplace expectations.
 - Maintain confidentiality of student, employee, and institutional information encountered during my employment.
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Technology & Access

I understand that Federal Work-Study students:

- Are **not** eligible to receive **Person of Interest (POI)** status.

- Are **not** eligible to receive a **@baruch.cuny.edu** employee email account.
 - Are **not** eligible for staff access to **CUNYfirst**.
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Program Compliance

I understand that:

- My employment is contingent upon continued Federal Work-Study eligibility.
 - Working after becoming ineligible for Federal Work-Study may result in immediate termination from the program.
 - Failure to comply with Federal Work-Study policies may result in the loss of my Federal Work-Study position.
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Student Certification

I certify that I have read and understand the Federal Work-Study Rights and Responsibilities described above.

I understand that failure to comply with these requirements may affect my Federal Work-Study employment and eligibility.

I agree to comply with all Federal Work-Study policies and procedures while employed through the program.

Student Signature: _____

Date: _____