

## **Working:**

- **When can I start to work?**

You can begin to work once you have submitted the contract and all Federal Work Study Forms to Financial Aid Services, the Federal Work Study Contract is approved by the Federal Work Study coordinator, and you have given your supervisor the yellow copy of your contract.

- **How many hours can I work per week?**

You can work up to a maximum of 20 hours per week.

- **Am I required to take a lunch break?**

New York State law requires that you take at least a half hour break at or before 5 consecutive hours of working.

- **Can I transfer to another Federal Work Study Placement? How many times can I change jobs in a Federal Work Study Placement?**

- o Reassignment to another department before the Federal Work Study Contract has ended will only be considered in extenuating circumstances, and approval will be at the discretion of Financial Aid Services.
- o You must submit the Federal Work Study Transfer form to Financial Aid services, before you transfer from one position to the next. Once the transfer form is received, you will receive another contract to complete with your new placement.
- o You can only transfer one time during the academic year.

- **Can I be terminated from a Federal Work Study placement?**

If you are not meeting the requirements of your department:

1. You will receive a verbal warning. If the problem continues:
2. You will receive a written warning. You will be required to sign it. If the supervisor wishes to terminate you:
3. You will receive an Employee Termination Notice. You will be required to sign it.

- **Can I work over the summer session, and winter session? What are the conditions to be able to work over those sessions?**

You can work over the summer session, and winter session. In order to work in the summer session, you must be enrolled in at least 6 credits for the fall semester. In order to work in the winter session, you must be enrolled in at least 6 credits for the spring semester. You cannot work in the summer session if you are graduating at the end of the summer. You cannot work over the winter session if you are graduating at the end of the fall semester.

- **Is there a reason I would have to stop working? Can I work, even if my work study funding has run out? When is the last day to work?**

You would need to stop working if the following occur:

1. You run out of Federal Work Study funding. If you run out of funding, you must stop working immediately. You may ask your supervisor to request additional funding from the Federal Work Study Coordinator, but no additional funding is guaranteed, and you cannot begin to work again until additional funding is granted.
2. Your enrollment drops below 6 credits
3. You are notified by Financial Aid Services that you must stop working.

- **Can I have more than one Federal Work Study job?**

No, you cannot work more than one Federal Work Study job.

- **Do I receive a separate Federal Work Study Grant for the Summer session?**

No, you do not receive a separate Federal Work Study Grant for the summer session. You are awarded a total grant amount for the academic year. Whatever you use in the summer session will be DEDUCTED from the total grant amount.