



**FEDERAL WORK-STUDY STUDENT INFORMATION**

STUDENT \_\_\_\_\_  
LAST NAME FIRST NAME

ADDRESS: \_\_\_\_\_  
STREET NUMBER AND NAME CITY/STATE/ZIP

SS# \_\_\_\_\_ PHONE# ( ) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ CUNYFIRST ID# \_\_\_\_\_

**STUDENT:** I WILL BE OR AM CURRENTLY ENROLLED AT LEAST HALF TIME AT THE ABOVE COLLEGE. I UNDERSTAND THAT UNDER FEDERAL REGULATIONS, I CANNOT BE PAID FROM FEDERAL WORK STUDY MONEY FOR HOURS WORKED IN EXCESS OF MY AWARD. IT IS MY RESPONSIBILITY TO MAINTAIN RECORDS SO THAT I WILL KNOW WHEN MY AWARD IS COMPLETED. FEDERAL WORK-STUDY IS A FINANCIAL AID PROGRAM. THIS IS TAXABLE INCOME BUT FEDERAL, STATE, AND CITY INCOME TAXES ARE NOT DEDUCTED UNLESS I, THE STUDENT, REQUEST IT. I ACKNOWLEDGE THAT THE POSITION I CHOOSE MUST BE ARRANGED IN CONJUNCTION WITH MY STUDIES AND CLASS SCHEDULE.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

ACADEMIC YEAR: \_\_\_\_\_ FWS AWARD: \$ \_\_\_\_\_ PAY RATE: \$ \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

- Checklist:  Enrollment verified and job record added to CUNYfirst  Tax data entered on CUNYfirst
- JobX Updated  Emailed **supervisor and student**  All documents completed
- Approved to begin work  Denied (Explain below)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

- Checklist:  Enrollment verified and job record added to CUNYfirst  Tax data entered on CUNYfirst
- JobX Updated  Emailed **supervisor and student**  All documents completed

Comments: \_\_\_\_\_  
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