



**FEDERAL WORK STUDY PROGRAM  
FWS STUDENT RIGHTS AND RESPONSIBILITY STATEMENT**

- 13 If I elect to take a Public Service Corp. placement, I must follow their payroll calendar/schedule, policy, and procedures to receive payment on time.
- 14 I should keep copies of my FWS Student / Employer Acknowledgments and timesheets for at least 3 years.
- 15 According to the Labor *Law Section 511(15), State of New York*, a student who is enrolled and in attendance at a school and who is employed in that school is expressly excluded from coverage for purposes of unemployment insurance. However, it should be made clear that the determination of eligibility should be made by the New York State Department of Labor.
- 16 According to NY State Department of Social Service, *Administrative Directive 81 ADM-38 of August 27, 1981*, all Financial aid is exempt from consideration in determining financial eligibility for public or medical assistance.
- 17 FWS earnings will be counted when applying for food stamps.
- 18 I am aware that I can request direct deposit of my work-study earnings and other financial aid funds.
- 19 I must stop working when my enrollment drops below 6 credits, withdraw from classes, take a leave of absence, if I am dismissed from the college, or graduate. I must inform the FWS Coordinator and my FWS supervisor immediately.
- 20 If I work during the Fall semester and I do not register for the following Spring semester, I cannot work beyond The last day of finals for the Fall semester. I understand that I am not eligible to work and receive payment for any hours worked during Winter Intercession.
- 21 If I work during intercession, FICA will be deducted from my FWS earnings as outlined in the FWS Student/Supervisor Handbook.
- 22 It is prohibited to use cell phones at my work site during scheduled working hours.
- 23 I will adhere to proper dress codes to include clean and neat appearance during scheduled working hours: males should not wear "doo rags", caps, or any offensive markings on clothing. Slacks and pants should be at waist level at all times. Females should wear clothing that are accustomed to their work place. Clothes should fit comfortably and not too revealing of any one body part.
- 24 In addition to the above rules and regulations for the FWS program participants, no children or visitors are allowed at any work site.

I, hereby state that I have read the above items carefully and completely. I understand my rights and responsibilities and I have received clear answers to my questions regarding the Federal Work Study Program. I also acknowledge that if my behavior is less than stellar, my supervisor has the right to discontinue my work agreement at his/her department for non-compliance.

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**Student's Signature**

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**Date**