

Work-Study Documents

The Student Financial Assistance Office places over 600 students in part-time jobs on campus while they attend college. Students earn \$6.00 per hour and are paid monthly. Students must complete a **FAFSA** www.fafsa.ed.gov to be considered for federal work-study. Work-study is awarded and will appear on your award notification letter if you are eligible.

Step One:

Accept your awarded work-study amount by signing your award notification letter and returning it to the Student Financial Assistance Office by fax, mail, or in person.

Step Two:

You must print, complete, and return the following four forms to our office in order to be eligible for work-study.

1. **I-9 (Employment Eligibility Verification)**. *This form also requires you to provide CBU copies of 2 forms identification (see back of the form for list of acceptable documents).*
2. **W-4 (Employee's Withholding Allowance Certificate)**
3. **Work-study Questionnaire**

Return your **three** completed forms and copies of ID's to the Student Financial Assistance Office by fax, mail, or in person.

Step Three:

On the **second** day of class, work assignments will be posted outside the Student Financial Assistance Office (Barry Hall, RM-21). Report to that area's supervisor to get a work schedule built around your class schedule. Students failing to report to their supervisor within the first two weeks of class will be considered a "No Show" and will lose their work study award.