

## How Work-Study Works!

### Do you have Federal Work-Study as a part of your financial aid package?

Your eligibility for Federal Work-Study has been determined by the information that you provided on the Free Application for Federal Student Aid (FAFSA). Being awarded Work-Study gives you the opportunity to work part-time during the academic year in order to help with college costs and living expenses. You are not required to accept your Work-Study award, nor is there an expectation that funds earned are to be paid to BCC to cover tuition and fees.

BCC awards Work-Study to eligible students with students with a minimum award of \$800, and a maximum ranging from \$2,000 to \$3,000 annually. The actual amount of money you will earn depends on the number of hours worked each week. The current wage rate for Work-Study is \$13.59/hour with many students working hours per week based on their award amount.

**Extra time between classes? Use it WISELY!**

**Consider our on campus work-study jobs.**

**College Work-Study jobs are limited, so don't delay!**

**Come in soon to view current job postings.**



### Paperwork You Will Need to Get Started (available at the Financial Aid Office)

**NOTE: You must be registered for and maintain 6 credits or more per semester in order to participate. You must also attend mandatory work-study student training.**

#### I-9 Form

To comply with the Immigration Reform and Control Act of 1986, the Student Financial Services Office must verify your eligibility to work in the United States with an I-9 Form. You must present original documents such as a U.S. Passport, Certificate of Naturalization, or a driver's license and a certified copy of your birth certificate to the Work-Study Counselor. Completion of this form is generally only required for your first job on campus.

#### Student Data Form

Emergency contact form for the Payroll Office.

#### W-4 Form

You will also need to complete a W-4 Form for the Payroll Office. This form instructs the College of your desired tax withholding status.

#### Authorization to Work Form

You and your supervisor must sign this form before you can begin work and be paid.

**Don't miss the FAQ's on the reverse!**

# Work-Study: Frequently Asked Questions

## 1. What is the advantage to me to take a work-study job?

Work-Study is a federal financial aid program, so earnings from Work-Study won't count against your income on next year's FAFSA like an outside job would.

## 2. What kinds of jobs are available?

BCC provides a variety of part-time jobs in administrative offices, academic departments, the library, Paterson Field House, and off-campus nonprofit organizations. Students can view current job openings via [www.collegecentral.com/berkshirecc](http://www.collegecentral.com/berkshirecc).

## 3. How do I find a job?

Work-Study job listings are available via [www.collegecentral.com/berkshirecc](http://www.collegecentral.com/berkshirecc). Interested students are encouraged to apply beginning July 1, to review on-campus and off-campus job possibilities and meet with the Work-Study Coordinator to discuss job requirements, required paperwork, and the interview process.

## 4. What is a maximum earnings limit?

The maximum earnings limit is equal to the student's work-study eligibility listed on the financial aid award letter. In order to create a balance between school work and your social life and work, we recommend that students work no more than 4-6 hours per week and not exceed their earnings limit.

## 5. What if I don't use my work-study award? How will this affect my financial aid?

Work-Study is not applied to your college bill and is not mandatory; it's available to help you with your personal and book expenses. Your grant aid will not be affected.

## 6. I don't have work-study on my financial aid award letter. Am I eligible?

Work-Study was awarded to students who had eligibility equal to or greater than \$800, and who were awarded by August 1. You may be eligible for a limited amount of Work-Study money and should visit the Financial Aid Office to discuss this with BCC's Work-Study Coordinator, Jennifer Larkin ([jlarkin@berkshirecc.edu](mailto:jlarkin@berkshirecc.edu) or ext. 1634).