

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 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 dependent on several factors and ranges from \$ 15.62 per hour on campus to \$ 16.22 per hour for off-campus placements.

Extra time between classes? Use it WISELY!

Consider our on campus work-study jobs.

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

Visit <https://app.joinhandshake.com/login> to view on-campus
and off-campus opportunities.



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 and maintain satisfactory academic progress 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 <https://app.joinhandshake.com/login> .

3. How do I find a job?

Work-Study job listings are available via <https://app.joinhandshake.com/login> Interested students are encouraged to apply beginning August 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 contact the One Stop at 413-499-4660.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to the Melissa Loiodice, Executive Director of Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext 1022, Susan B. Anthony Annex Building, Room A19.