

### Student's Responsibilities Acknowledgment

The Federal Work Study (FWS) Program requires that you receive the information contained in this form. Please read this form carefully.

I certify and understand the following:

- I can only select the jobs listed on the Lehman Employment website: On-Campus, Off-Campus, or Public Service Corps.
- The base pay rate for on-campus jobs is \$17 hourly. The off-campus jobs and Public Service Corps. pay rate varies depending on the agency and/or job requirement.
- I can only work at one site at any given time.
- I must choose my jobsite wisely by reading the entire job description. Once I accept placement at any site, I am expected to remain at that site until I fully earn my award.
- I can only be paid for those hours actually worked. Federal and State law prohibit any deviation from this regulation.
- I must be registered (and maintain) a minimum of six (6) credits for the Fall and/or Spring semester(s) to participate and maintain eligibility in the program.
- I must stop working as of the day my enrollment falls below six (6) credits and inform my supervisor.
- At the time of my interview with my prospective supervisor, I should ask questions about the job if I do not understand any of the duties listed on the job description.
- I can only work a maximum of 20 hours per week.
- I cannot work during times that I am scheduled to attend classes.
- **I understand the FWS award on CUNYFirst represents the maximum amount I may earn for the 2024-2025 Academic Year. Once I fully earn my award, I must stop working. I will not be paid through FWS funds for hours worked in excess of my award.**
- FWS awards do not rollover from one academic year to another. **If I do not use my full award by May 22, 2025, or by December 21, 2024, if graduating, transferring out or not enrolling for the Spring 2025 semester, my remaining award will expire.**
- To be successfully placed, I must follow ALL the instructions outlined on the FWS 2024-2025 Placement Notification Letter, which can be accessed on our Employment Website.

**I hereby acknowledge that I have received and understand the above information and agree to abide by the Federal Work-Study program guidelines and policies. If you have any questions, please send an email to [fedwork.study@lehman.cuny.edu](mailto:fedwork.study@lehman.cuny.edu) and include your name and EMPLID. If you have any payroll related questions, your email MUST include your name, EMPLID, Pay Period, Supervisor Name and Department.**

Date: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Student Signature: \_\_\_\_\_