YOUR FEDERAL WORK-STUDY AWARD

You have been awarded Federal Work-Study (FWS) as part of your financial aid package for the 2016-2017 academic year. The Office of Financial Assistance manages the Student Employment System, which provides fair access to jobs, equitable pay scales and departmental support. This brochure has information you need to know in order to use your FWS award.

It is important to note that your FWS award does not obligate you to work during the academic year. This award indicates eligibility for an on-campus position. It is your responsibility to identify, apply and receive an offer for on-campus employment so that you can earn your FWS award. This guide, our website (bentley.edu/offices/student-employment), and periodic emails will assist you in finding a job should you want one. As there are limited jobs on campus, your FWS award only grants you early access to apply for positions — it does not guarantee you will be hired. If you use all resources provided and are still unable to find a job, please contact our office for additional help.

FINDING JOBS ON CAMPUS

The process of finding a student job at Bentley begins with our online job listings, available at bentley.edu/offices/student-employment. Because FWS eligibility is part of your financial aid package, you will have early access to information about positions on campus. The online listings will be posted by campus supervisors beginning in the summer and will be updated throughout the year. Employment listings include a description of the position, required qualifications, number of hours available, and pay range.

The search process is much like a real-life job search. You decide which positions interest you and fit your schedule, then you can apply through our automated system. This can be found under the Student Self-Service link in MyBentley (MyBentley > Student Self-Service > Main Menu > Undergraduate Main Menu > Student Services > S.E.A.S.). Your information will be sent directly to the supervisor or hiring manager. You will receive an email if they want to set up an interview.

For more information on student employment at Bentley, visit bentley.edu/offices/student-employment.
REQUIRED FORMS
Once you are offered a position, an email will be sent directing you to MyBentley to accept the position. You will need to sign federal and state withholding forms (W-4 and M-4) and complete a federal I-9 form in person at the Student Employment Office (required for all first-time employees). The table on the following page describes acceptable documentation for the I-9.

Please remember that your withholding forms and your I-9 form must be completed and returned to the Student Employment Office (Rauch Administration Center, Room 104) before you can begin working and earning a paycheck.

MAKING THE MOST OF YOUR FWS AWARD
To best utilize your FWS award, you and your supervisor should arrange a work schedule that enables you to earn your award over the course of the academic year. On-campus wage rates range from $10.00 to $12.25 per hour. On average, students will work five to eight hours per week to earn their eligibility.

For practical reasons, your FWS award has been divided equally between both semesters. However, you and your supervisor have flexibility to arrange for you to earn your award using whatever schedule works best. It is important that you are aware of your award limit and the pace at which you are earning it. Below are examples of ways you can budget your award.

The basic equation for budgeting of FWS awards is as follows:
Total Award ÷ Wage ÷ Weeks You Want to Work = Hours/Week

Examples of how to budget your FWS award:
1. Tamara’s award is $1,500. The library offers her a job for $10 an hour. Tamara wants to work 16 weeks in the fall and 15 in the spring.
   $1,500 ÷ $10 = 150 hours
   150 ÷ 31 weeks = Approximately 5 hours per week
   To earn her full award, Tamara should work five hours per week.

2. Mark’s award is $1,500. He accepts a job at the Student Center for $10.25 per hour. Mark is a student athlete and can only work 16 weeks in the fall and not at all in the spring.
   $1,500 ÷ $10.25 × 16 weeks = Approximately 9 hours per week
   Mark will have earned his full award by the end of the fall semester by working 9 hours per week.

If you earn your total FWS award early, you may have to reduce your hours or stop working completely. It is important to budget your award.

QUESTIONS
If you have questions about the FWS program or problems finding a position on campus, please visit Rauch Administration Center, Room 104; call 781.891.3441; or email student_employment@bentley.edu. Students who start their search prior to the second week of classes are more likely to find employment without difficulty.

To earn her full award, Tamara should work five hours per week.

ON AVERAGE, STUDENTS WILL WORK FIVE TO EIGHT HOURS PER WEEK TO EARN THEIR ELIGIBILITY.

To best utilize your FWS award, you and your supervisor should arrange a work schedule that enables you to earn your award over the course of the academic year.

Total Award ÷ Wage ÷ Weeks You Want to Work = Hours/Week

It is important to budget your award.

If you earn your total FWS award early, you may have to reduce your hours or stop working completely. It is important to budget your award.

HOW TO REACH US
OFFICE OF FINANCIAL ASSISTANCE/STUDENT EMPLOYMENT
TELEPHONE 781.891.3441 or toll free at 877.362.2216
FAX 781.891.2448
MAIL Bentley University, 175 Forest Street, Waltham, MA 02452 USA
EMAIL student_employment@bentley.edu

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be unexpired

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
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<tbody>
<tr>
<td>1. U.S. Passport or Passport Card</td>
<td>1. Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
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<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
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<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
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<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter’s registration card</td>
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<td>5. For a non-immigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport and b. Form I-94 or Form I-94A that has the following: 1) The same name as the passport and 2) An endorsement of the alien’s non-immigrant status, as long as that period of endorsement has not yet expired and is not in conflict with any restrictions or limitations identified on the form</td>
<td>5. U.S. Military card or draft record</td>
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<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent’s ID card</td>
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<td>7. U.S. Coast Guard Merchant Mariner Card</td>
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<td>8. Native American tribal document</td>
<td>8. Driver’s license issued by a Canadian government authority</td>
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<td>9. Driver’s license issued by a Canadian government authority</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
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<td>10. School record or report card</td>
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<td>11. Clinic, doctor, or hospital record</td>
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<td>12. Day-care or nursery school record</td>
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Source: Form I-9 03/08/13N

For a non-immigrant alien authorized to work for a specific employer because of his or her status:

- a. Foreign passport and
- b. Form I-94 or Form I-94A that has the following:
  1) The same name as the passport and
  2) An endorsement of the alien’s non-immigrant status, as long as that period of endorsement has not yet expired and is not in conflict with any restrictions or limitations identified on the form.