



Boston University Financial Assistance

Questions Frequently Asked about Jobs for Students:

Must I have Federal Work-Study to work on campus?

All Boston University students have ample opportunity to secure a part-time job. The BU Student Employment Office (SEO) lists jobs open to **all** BU students via the [Student Job Service](#). SEO also lists jobs for students who were offered [Federal Work-Study](#) (FWS) with their need-based financial aid award. If you are not a financial aid recipient or if FWS was not included with your financial aid award, you are encouraged to secure a non-FWS job through the Student Job Service. All FWS funds for entering students have been allocated.

How do I find a job?

The *Student Employment Office* (SEO) lists part-time [Federal Work-Study](#) and [Student Job Service](#) (non-FWS) positions, available both on campus and in the Greater Boston area. Jobs are posted on the Student Link. Pay rates can range from minimum wage of \$10 per hour, to \$20+ per hour, depending on the job. New positions are posted daily. The Student Job Service also provides temporary and unique employment opportunities, known as "[Quickie Jobs](#)," such as raking leaves, party help, participating in a focus group and temporary office assistance. These opportunities allow students to work around their academic schedule and require only a short-term commitment, from 15 minutes up to one month. Most are off-campus but accessible by public transportation.

What documentation do I need to bring with me in order to work on campus?

Newly hired student employees must complete a Form I-9 which documents verification of the employee's identity and employment authorization. Form I-9 must be completed in the presence of a BU staff member.

You must present **original documents** from **one** of the following commonly used options*:

- Option 1: US Passport
- Option 2: BU ID and Social Security Card
- Option 3: BU ID and Birth Certificate

*For other options, see the **LISTS OF ACCEPTABLE DOCUMENTS** on the last page of the form.

How many hours a week should I work?

Entering students are encouraged to work 8 – 12 hours per week. While classes are in session FWS students are allowed to work no more than 20 hours per week. Your FWS schedule will be based on your class schedule, the workplace needs, and your award amount. Total FWS earnings may not exceed your award amount.

How much am I likely to earn?

The amount you earn will depend on the hourly rate of the job and number of hours per week you work throughout the academic year. Hourly rates for all on-campus jobs are set based on the complexity and responsibilities of the job. Most entering students work in jobs that pay from \$10.00 - \$10.50 per hour. However, jobs paying a higher hourly rate are available, depending on the student's skills and experience. Undergraduate work-study students will be paid on an hours-worked basis. Students are not paid for holidays, snow days, lunch, or other break periods.

Will my Federal Work-Study (FWS) award be credited against my BU bill?

FWS earnings cannot be applied automatically to tuition or any other billed charges. As a FWS recipient you are given access to part-time job opportunities while attending BU and will receive payment weekly (we encourage you to sign up for direct deposit) based on the hours you actually work each week. You may earn up to but not beyond the amount offered to you for the award period (i.e., academic year or summer). You are not obligated to nor is it guaranteed that you will earn the full award.

My FWS award appears only in the fall semester column of my award notification. Does that mean I can't work in the spring semester?

You can work both fall and spring semesters. Your academic year FWS award appears only in the fall semester column on the award notification; however, this amount equals your award for the entire academic year.

What if I don't want to use my FWS in the fall semester, but may want to use it in the spring semester?

If you opt not to use your award until the spring semester, you must submit a deferral form to the SEO by October 21, 2016. To defer, email your request to seo@bu.edu. If you don't submit a deferral by this date, your FWS award will be cancelled. If you defer your FWS award until spring semester, it will be reduced by half of the initial award amount.

What if I don't earn all my FWS money; do I get a credit on my account? Do I have to pay it back?

Your academic year FWS award is available to you from September 5, 2016 through May 21, 2017. Your earnings will depend on the number of hours you work per week and your hourly rate of pay. Since you "draw down" on your work study award, and are paid only for hours worked, you never have to "pay it back". However, any money not earned by May 21, 2017 is no longer available to you, as the academic year work-study program ends as of that date.

Is FWS taxable income?

Yes, under IRS regulations, FWS is taxable income and each year any student employed by BU will receive a federal form W-2 for calendar year earnings.