

# Northeastern University Off-Campus Work-Study Program

*Northeastern University partners with many non-profit organizations who hire Northeastern work-study students for both part-time and work-study funded full-time co-op positions. To become an off-campus work-study employer with Northeastern a contract must be established.*

## The Contract Process

Each contract must be established in order to become an off-campus work-study employer. Each contract has terms of reimbursement that require the employer to be accountable for a portion of the student's wages. Although work-study is a part of the student's financial aid package, the terms of the work-study funds allocated to the University require that these contracts be established for off-campus use.

## Off-Campus Work-Study Application

The first step in the off-campus work-study contract process is for the agency to submit an off-campus work-study contract application.

- To submit the application the agency must also include:
  - A copy of the I.R.S. Form 501 (c) (3)
  - A description of the agency
  - A description of the position(s) to be filled by the work-study student(s)
  - A copy of the completed application form

## What are the reimbursement percentages and how are they determined?

- Community Service based organizations are required to reimburse 10% of student's wages plus an additional 2.37% for workman's compensation **a total of 12.37%**
- Non-community service-based organizations are required to reimburse the University 25% of the students wages plus an additional 2.37% for workman's compensation a **total of 27.37%**



### **Sample Reimbursement Breakdown:**

*Reimbursement percentage 10%: \$12.75/hr, 10 hours/week, 4 weeks/month*

$\$12.75 \times 10 \times 4 = \$510$

**$\$510 \times 12.37\% = \$63.09$**

*Reimbursement percentage 25%: \$12.75/hr, 10 hours/week, 4 weeks/month*

$\$12.75 \times 10 \times 4 = \$510$

**$\$510 \times 27.37\% = \$139.59$**

## **How do we reimburse the University?**

Off-campus work-study agencies are billed on a monthly basis for the previous month. (i.e. student work completed in January will be billed in February). The student will be paid 100% of their wages every week, and agencies are then billed the following month based on the reimbursement percentage established with the contract.

## **Northeastern will be responsible for:**

- Processing student Form I-9 and other work authorization documents.
- Finalizing the contract process and establishing the agency as an off-campus work-study employer on the Student Employment site.
- Helping train and onboard off-campus employers to the Student Employment site.
- Weekly payroll processing and payment of student weekly wages.
- Processing bills for agency reimbursement

## **Your agency will be responsible for:**

- Negotiating hourly wage with student employees. Our office does not require off-campus agencies to pay students a certain amount, however, we make sure students are being paid at least minimum wage (\$12.75) and that the wage the student is making is appropriate based on the work the student is performing.
- Providing a safe work environment
- Approving weekly timesheets submitted by students
- Reimbursing Northeastern based on monthly invoice amounts.

