What is Co-op Work-Study?
This is a limited program through Northeastern University and non-profit organizations to provide co-op positions. The employer and the university must have an established contracted prior to any employment agreement. Payments are processed through the university and the agency maintains their contribution as contracted. Only US Citizens and Permanent Residents are eligible.

How do you find out if you are eligible for Co-op Work Study funding?
To find out if you are eligible for Co-op Work-Study funding there are a few steps to follow.

1. You must be in the correct Pattern of Attendance (POA), for the period you will be on co-op. Co-op coordinators can assist you to confirm this has happened.
2. Once your POA is set, you must go to the Student Employment Office to find out if you are eligible. The Student Employment Office is located in 101 Curry Student Center or you can call them at (617) 373 – 3200. Ask them “Am I eligible for Co-op Work-Study? There are two answers:
   a. YES.
      i. If so you must receive a Co-op Work-Study Clearance Form from the Student Employment office. This will identify the period which you clear for and the clearance amount. The clearance amount is to assist the Co-op Coordinator with planning an eligible placement. It does not mean you will automatically be awarded or earn that amount.
   b. NO.
      i. If not, you will not be able to apply for jobs that require federal Work-Study funding; however you can still find a co-op position.
**Co-op Clearance Factors**

Any students being placed during the summer 2 – fall co-op period that desire to use Co-op Work-Study funds during that time must be cleared by the Student Employment Office. There are some factors that can affect the clearance status for the fall.

Some factors to consider for students seeking fall clearance:

- **Changes in family circumstance**
  - If a sibling was previously in college this may change the families financial aid package substantially
  - Family inheritance / non employment financial increase

- **Changes in student’s personal financial standings**

- **Change in academic schedule**
  - If the student’s academic schedule is anticipated to be significantly different from the previous academic schedule.
  - For example if the student was previously in two semesters of classes and two semesters of co-op and now anticipates to go into one semester of classes, one semester of co-op and the remaining portion vacation, this will significantly adjust the students financial aid needs / award.

- **The FAFSA / Financial Aid process**
  - Encourage all students to file their FAFSA by the priority filing deadline
  - Although the student will not be in classes for the first portion of the awarding period all students should still complete and submit their FAFSA by the priority filing deadline.
  - This will not only effect their potential co-op wks clearance but also the consideration for regular work-study funds when they return to classes.

- Any additional documentation requested upon filing should be submitted and attended to as early as possible to assure timely awarding for the upcoming year.

- **All students should check on the status of their Fall clearance as soon as they receive their offer of financial aid for the 2013-14 academic year (Sooner rather than later)**
What to do if you are hired for a Co-op Work-Study position?

1. If you are hired for a Co-op Work-Study funded position;
   c. You MUST receive a Cooperative Education Placement Sheet completed by your co-op coordinator.
   i. This form will have all the parameters of your placement detailed on it; therefore you should review this form with your co-op coordinator if you have any questions.
   d. Read, sign and submit the form to the Student Employment Office **BEFORE** you begin working. You will not be paid until this form is received and processed.
   i. When you go to submit your placement sheet, if you’ve never worked on campus before, you will need to submit an I-9 (Employment Eligibility Form) and Direct Deposit form.
   ii. For the **I-9 form** you will need unexpired supporting documents to confirm you are eligible to be employed in the United States such as a;
      1. US Passport / US Passport Card or Permanent Resident Card  
      2. A photo ID (Such as a license, state ID or school ID. Along with a birth certificate or social security card.
   iii. For the **Direct Deposit form** you will need supporting details from your banking institution to confirm the routing number and account number inputted on the form. Such as a voided check or printed slip from the bank.

You can find the forms and a complete list of all acceptable documents via the Student Employment site under “Information for Students” then “Student Forms”.

3. If you experience any difficulty with your financial aid award, contact your financial aid counselor. Any issues with your hire, time sheet or payment contact the Student Employment Office. Remember to be pleasant, they are trying to help you.
On Campus Co-op Positions

1. If you are hired for an On Campus Co-op position;
   a. You MUST receive a Cooperative Education Placement Sheet completed by your co-op coordinator.
      i. This form will have all the parameters of your placement detailed on it; therefore you should review this form with your co-op coordinator if you have any questions.
   b. Read, sign and submit the form to the Student Employment Office BEFORE you begin working. You will not be paid until this form is received and processed.
      i. When you go to submit your placement sheet, if you’ve never worked on campus before, you will need to submit an I-9 (Employment Eligibility Form) and Direct Deposit form.
         ii. For the I-9 form you will need unexpired supporting documents to confirm you are eligible to be employed in the United States such as a;
            1. US Passport / US Passport Card or Permanent Resident Card
               or
            2. A photo ID (Such as a license, state ID or school ID. Along with a birth certificate or social security card.
         ii. For the Direct Deposit form you will need supporting details from your banking institution to confirm the routing number and account number inputted on the form. Such as a voided check or printed slip from the bank.

You can find the forms and a complete list of all acceptable documents via the Student Employment site under “Information for Students” then “Student Forms”.

2. If you experience any difficulty with your financial aid award, contact your financial aid counselor. Any issues with your hire, time sheet or payment contact the Student Employment Office. Remember to be pleasant, they are trying to help you.