

# CO-OP WORK-STUDY PLACEMENT GUIDE

## 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 WORK-STUDY CLEARANCE FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NUID #: \_\_\_\_\_

SEMESTER CLEARED: FALL  SPRING  SUMMER 1  SUMMER 2

INCLUSIVE DATES: \_\_\_\_\_ TO \_\_\_\_\_ AMOUNT CLEARED: \_\_\_\_\_ SEE NOTE\*

The above student has been cleared by Student Financial Services / Student Employment for Co-op Work-Study for the indicated semester and inclusive dates ONLY. If the student plans to continue with the agency after the indicated semester, the student must be cleared by Student Financial Services / Student Employment before the new semester begins.

If the student accepts a Co-op Work-Study position, a copy of the Co-op Placement Sheet, from the Co-op Coordinator, must be submitted to the Student Employment Office prior to the student starting work. The student will not be paid for any hours worked before the Co-op Placement Sheet is received. A Co-op Placement Sheet must be submitted for each semester cleared. The student must contact the Student Employment Office prior to the start of the second semester of Co-op to ensure eligibility remains for the subsequent semester.

**\*NOTE:** This denotes the student's current maximum eligibility for the academic semester cleared. It is there to assist the Co-op Coordinator with planning an eligible placement. It does not mean the student will automatically earn this amount, that it will transfer to another semester, or be awarded in another type of financial aid.

### STUDENT AGREEMENT:

By requesting this clearance, I understand that clearance does **not** obligate me to accept a Co-op Work-Study position. If a placement is granted, the amount earned for the semester becomes part of my financial aid award and may or may not affect my financial aid eligibility. I understand that any changes made to my financial aid package after the below signed date may affect my clearance eligibility.

### AFTER RECEIVING A CLEARANCE FORM

1. Must bring white / green copies to co-op coordinator.
2. Keep yellow copy for yourself.
3. IF, you are placed into a Co-op Work-Study position you **MUST** return a Co-op Placement Sheet to the Student Employment Office **PRIOR** to beginning work.
4. **MUST** have an I-9 filed with the Student Employment office.
5. **MUST** have both W-4 and Direct Deposit forms filed with the HR / Payroll Office.

Student's Signature

Date

Student Financial Services / Student Employment Authorized Signature

Date

White/Green Copies: Co-op Coordinator

Yellow Copy: Student

Pink Copy: Student Employment Office

## **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.

Student Employment Office 101 Conn. Student Center Northeastern University 360 Huntington Ave, Boston, MA 02115		 <b>Northeastern</b>		Phone: (617) 373-3200 Fax: (617) 373-5175
<b>Cooperative Education Placement Sheet</b>				
Funding Source: (Select One)		WORK-STUDY	UNIVERSITY, GRANT FUNDED	
Year of Graduation		Major		
Semester (Select One)	FALL	SPRING	SUMMER 1	SUMMER 2
<b>STUDENT INFORMATION</b>				
STUDENT'S NAME		NUID #		
STREET ADDRESS		CITY	STATE	ZIP
PHONE	EMAIL ADDRESS			
Student's Co-op Advisor:		Email:	Ext:	
<b>POSITION INFORMATION</b>				
POSITION TITLE				
DEPARTMENT	START DATE	END DATE		
ACCOUNT CODE (LEAVE BLANK IF WORK-STUDY FUNDED)				
ADDRESS				
PAYRATE	MAX. HOURS	CITY	STATE	ZIP CODE
PRIMARY TIMESHEET SUPERVISOR		SECONDARY TIMESHEET SUPERVISOR (REQUIRED)		
PHONE NUMBER		PHONE NUMBER		
REPLACEMENT FOR:		C-II	C-III	C-IV
		C-V		
<b>SIGNATURES</b>				
I, the student, hereby acknowledge that the above information is correct. I agree to be held responsible for my participation in this co-op position. I agree to submit my timesheets on a weekly basis, according to the deadlines set forth by the Student Employment Office. I understand that I do not get compensated for any hours not worked, including sick time, jury duty and/or vacation. I will be sure to adhere to the maximum hours allotted per week and will not work over that amount.				
Student Signature		Date		
I, the co-op coordinator, hereby acknowledge that the above information is correct. I have completed the entirety of this form to the best of my ability. Any changes to this information will be submitted in writing through a new co-op placement form. I will be sure to communicate the maximum hours with the department supervisor and remind the student that they must stay within the hourly maximum and that there is no compensation for hours not worked, including, but not limited to, sick time, jury duty and/or vacation.				
Co-op Coordinator's Signature		Date	Ext.	
FOR STUDENT EMPLOYMENT OFFICE USE				
I-9	D-D	RCVD BY	Date	

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.

- 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 or
  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

## 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.

Student Employment Office  
101 Curry Student Center  
Northeastern University  
360 Huntington Ave,  
Boston, MA 02115



**Northeastern**

Phone: 617.373-3200

Fax: 617.373-5175

Cooperative Education Placement Sheet				
Funding Source: (Select One)	WORK-STUDY	UNIVERSITY, GRANT FUNDED		
Year of Graduation		Major		
Semester (Select One)	FALL	SPRING	SUMMER 1	SUMMER 2
STUDENT INFORMATION				
STUDENT'S NAME		NUID #		
STREET ADDRESS		CITY	STATE	ZIP
PHONE	EMAIL ADDRESS			
Student's Co-op Advisor:	Email:	Ext:		
POSITION INFORMATION				
POSITION TITLE				
DEPARTMENT	START DATE	END DATE		
ACCOUNT CODE (LEAVE BLANK IF WORK-STUDY FUNDED)				
ADDRESS				
PAYRATE	MAX. HOURS	CITY	STATE	ZIP CODE
PRIMARY TIMESHEET SUPERVISOR		SECONDARY TIMESHEET SUPERVISOR (REQUIRED)		
PHONE NUMBER		PHONE NUMBER		
REPLACEMENT FOR:	C-II	C-III	C-IV	C-V
SIGNATURES				
Student Signature	Date			
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Co-op Coordinator's Signature	Date	Ext.		
FOR STUDENT EMPLOYMENT OFFICE USE				
I-9	D-D	RCVD BY	Date	

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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.