

Welcome to the Federal Work Study Program for 2018-2019!

New students are required to attend the **mandatory orientation session**:

- **Wednesday, August 15, 1:00 - 1:45 pm, Film Village – Gold Theatre**

Note: Returning students who are new to the Federal Work Study Program for 2018-2019 are not required to attend one of these orientation sessions since they will not be on campus at this time. Please notify the Financial Aid Office if you are a returning student who is new to the program so we can orient you at the time of Work Study placement.

All students are required to attend **job placement** in the Office of Student Financial Aid (Welcome Center Rm. 129).

- **Tuesday, September 4 through Thursday, September 6 from 9:00 AM to 4:00 PM**

Remember to bring the following when you come to the Job Placement Session.

- Original forms of acceptable ID as required for completion of the I-9 Form (see below)
- Required documentation for Direct Deposit (see below)

Please print, complete, and mail the following forms by **August 3, 2018** to:

Office of Student Financial Aid
UNC School of the Arts
1533 S. Main Street
Winston-Salem, NC 27127

[THE FEDERAL WORK STUDY EMPLOYMENT FORM](#) (Click [here](#) to access form)

Information provided on this form will assist the Financial Aid Office in the job placement process. Feel free to attach a resume to this form.

[Federal W4](#) (Click [here](#) to access form)

This form must be submitted prior to employment to indicate the level at which federal taxes should be withheld from your paycheck.

The Financial Aid Office Staff **cannot advise** you about proper completion of the **W-4 Form**. However, *full-time students are not automatically exempt*. If you feel that more information is needed to complete this form, visit the www.irs.gov

[NC-4EZ](#) or [NC-4](#)

One of these forms must be submitted prior to employment to indicate the level at which state taxes should be withheld from your paycheck. Since you will be working and earning wages in the state of North Carolina, you are required to complete and submit one of these forms. You may use the NC-4EZ form if you intend to claim either: exempt status, or the N.C. standard deduction and no tax credits or only the credit for children. If you are not eligible to complete the NC-4EZ form, please complete the NC-4.

The Financial Aid Office Staff **cannot advise** you about proper completion of the **NC-4 Form**. However, *full-time students are not automatically exempt*. If you feel that more information is needed to complete this form, visit the www.dor.state.nc.us.

DIRECT DEPOSIT FORM (Click [here](#) to access form)

The Office of the North Carolina State Controller requires that all employees at UNCSA be paid by direct deposit.

To enroll for Direct Deposit, you will also need to provide **one** of the following:

- A **photocopy** of a **check** with your preprinted name and current address or
- A **check** marked “**VOID**” with your preprinted name and current address or
- An official **bank form**, certified and stamped by a banking official, which provides your account number and the bank routing number or
- A **deposit slip** for your savings account **PLUS** the bank routing number (will not be accepted without routing number)

FEDERAL WORK STUDY STUDENT AGREEMENT FORM (Click [here](#) to access form)

The **Federal Work Study Student Agreement Form** provides the student with the requirements for student employment under the Federal Work Study Program at the University of North Carolina School of the Arts. Section one is the Statement of Confidentiality. The importance of maintaining confidentiality in any FWS Assignment is of the utmost importance here at UNCSA. Section two is the Terms of Employment. These terms are the guidelines for employment in addition to any institutional, state and/or federal guidelines. In addition, each supervisor may require other rules, codes of conduct and/or dress as needed.

ACCEPTABLE FORMS OF IDENTIFICATION FOR THE I-9 FORM (Click [here](#) to access list)

For all first-time UNCSA Federal Work Study students and returning students (who did not work during the spring term of 2018), the completion of an I-9 Form is a requirement of the U.S. Citizenship and Immigration Services. Therefore, the Financial Aid Office is required to collect this form and to attest to the authenticity of the forms of identification you provide to us at the time of Federal Work Study Job Placement. This list is being provided so that you present the needed **unexpired** forms of identification.

When reviewing the Listing of Acceptable Forms of Identification for the I-9 form, please remember the following:

- One item from List A is sufficient for completing the I-9.
- Otherwise, you will need a combination of one item from List B **and** one item from List C.

Remember:

- *Original, unexpired forms of identification must be provided when you come to the Office of Student Financial Aid for your Federal Work Study assignment.*
- *All forms of ID must be current. Expired documents will not be accepted.*
- *Copies of your ID mailed or faxed, or any form of identification presented by anyone other than the student to this office will not be accepted.*
- *All new students and any returning students that did not work during the Spring 2018 Academic Term must complete this requirement.*

As required by the State of North Carolina, UNCSA will verify the identity and employment eligibility of all persons hired. This is done using the E-Verify Program, as provided by the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

Due to limited funding of the Federal Work Study Program, the Office of Student Financial Aid reserves the right to cancel your FWS Award based on the following criteria:

- You do not complete the Federal Work Study Assignment Process and have not submitted a timesheet by October 13.
- Your eligibility has changed due to additional funding or your financial aid status has changed.
- Funding resources have been exhausted.

**Reinstatement requests must be made in writing to the Office of Student Financial Aid.
Reinstatement is not guaranteed.**

If there are any questions or concerns please contact Bethany Neary, Federal Work Study Coordinator at (336) 770-3297 or nearyb@uncsa.edu.