

CO-OP WORK STUDY PLACEMENT GUIDE

1 WHAT IS CO-OP WORK STUDY?

This is a limited program through Northeastern University and non-profit organizations to provide need-based funding for Co-op positions. The employer and the University must have an established contract prior to any employment agreement. Payments are processed through the University, and the agency must maintain their contribution as contracted.

Only U.S. citizens and Permanent Residents are eligible, and a student's financial aid package must be assessed for demonstrated need.

2 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, first 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.

Once your POA is set, you the Student Employment Office can tell you if you are eligible. The Student Employment Office is located at **271 Huntington Avenue** (entrance next to Starbucks), or you can call (617) 373-3200 to ask if you are eligible for Co-op Work Study. There are of course two possible outcomes:

1. YES. If so, you must sign a Co-op Work Study Clearance Form at 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.
2. NO. If not, you will not be able to apply for jobs that require federal Work Study funding; however you can still find a non-Work Study Co-op position.

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3 CO-OP CLEARANCE FACTORS

Any students being placed into Co-op Work Study positions during the Summer 2 - Fall Co-op cycle must be cleared by the Student Employment Office twice. Summer 2 and Fall are always in separate academic years, so your financial aid package may change between the two. There are some factors that can affect the clearance status for the Fall:

- **Changes in family circumstance**, for instance:
 - A sibling who was previously in college is no longer enrolled
 - Family inheritance/non-employment financial increase
- **Changes in student's personal financial standings**
- **Change in academic schedule**, for example, if you were scheduled to be in two semesters of classes and two semesters of Co-op, but now anticipate to do one semester of classes, one semester of Co-op and the remaining portion vacation)
- **The FAFSA / Financial Aid process** - We encourage all students to file their FAFSA by the priority filing deadline. This will not only effect your potential Co-op Work Study clearance, but also the consideration for other financial aid awards. **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 upcoming academic year.

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4 WHAT TO DO IF YOU ARE HIRED FOR AN ON-CAMPUS CO-OP (OR OFF-CAMPUS CO-OP WORK STUDY) POSITION

If you are hired for an on-campus Co-op, or for an off-campus Co-op that is funded by Work Study:

1. You **MUST** receive a Cooperative Education Placement Sheet completed by your Co-op coordinator. 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. 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.
2. If you've never worked on campus before, you will need to submit an I-9 (Employment Eligibility Form) and Direct Deposit form. 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. US Passport / US Passport Card or Permanent Resident Card

OR

 - b. Photo ID (such as a license, state ID or school ID) **along with** a birth certificate or social security card.

The **Direct Deposit form** can be found on the myNEU portal under the Self Service tab. The form requires a secure access code to be sent to your email. Once you request and receive that, you can access the form to input your bank's routing number and account number. Please allow five business days for processing.

3. If you experience any difficulty with your financial aid award, contact your financial aid counselor. For any issues with your hire, time sheet or payment, contact the Student Employment Office.