

## FULL-TIME CO-OP WORK-STUDY PROCEDURES FOR LAW STUDENTS

### IN ORDER TO OBTAIN A CO-OP WORK-STUDY POSITION, YOU MUST:

- (1) Verify with your employer its ability to pay the required employer share of work-study funding;**
- (2) Verify that your employer has a valid contract on file with the University;**
- (3) Be "cleared" as "work/study eligible; and**
- (4) Submit a Co-op Funding Application by the applicable deadline.**

The purpose of the full-time co-op work-study program is to provide law students compensation for work done for non-profit employers who otherwise would be unable to pay them. Under this program, the federal government provides the major portion of a student's wages, with the employer paying the remainder. The student receives weekly paychecks from Northeastern University and the employer is billed monthly for its share of the amount.

The current work-study pay rate is **\$14 per hour**. The number of hours students can be compensated is set by the employer, although no student can be compensated for more than 40 hours a week under federal work study regulations set by the university. If a student works a full 40 hour week for 11 weeks, s/he will earn the maximum weekly salary of \$560 or \$6,160; the employer's contribution is about \$200 per week. If a student works 35 hours per week, s/he will earn \$490 per week or \$5,390; the employer's contribution is about \$172 per week.<sup>1</sup> For any given co-op quarter, an employer must have sufficient funds to pay its required contribution for the eleven (11) weeks.

**The law school presently has 12-13 full-time work-study slots available each quarter, which are allocated to the employers listed below:**

<b>Children's Law Center of Massachusetts</b>	<b>- 1 slot</b>
<b>Greater Boston Legal Services (Family Law)</b>	<b>- 2 slots</b>
<b>Unallocated</b>	<b>- 9-10 slots</b>

**If an allocated slot is not used, it becomes available for other eligible employers. Students who are not awarded work-study funding are automatically considered for other co-op stipends.**

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### Work-Study Contract

In order to pay students work-study, there must be a signed contract between the employer and Northeastern University. It is the student's responsibility to verify that the employer has a valid contract on file with the University by contacting Lawrencia Raynor at the University

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<sup>1</sup> Note that an employer may be eligible for a reduced contribution if it qualifies under federal regulations as being engaged primarily in "community service work" for the internship. To qualify for the "community service work" rate, the employer must consult with the University's Student Employment Office at (617) 373-3200. If it can obtain such a classification the agency will be able to reduce its contribution from \$2,157 per quarter to \$1,233 (based on a 40 hour week for 11 weeks). This reduced contribution for the employer does not affect a student's total pay.

Student Employment Office (617/373-3200). Students must also verify that their employer is able to pay its employer portion of work-study funding- do not simply rely on the information contained in the Co-op Employer Handbook!

If the employer does not have a contract with the University, the student should *immediately* initiate the process by obtaining a Contract Application Form from the Co-op Office and forwarding it to the employer. The employer may return the contract application and subsequent documents by facsimile to (617) 373-5175. Once the Student Employment Office has received all necessary paperwork, the information will be reviewed and contracts will be mailed to the employer. The employer must sign and return both signed contracts as soon as possible since the Student Employment Office cannot put the student on the payroll until it has the original signed contracts in hand. No retroactive pay is possible. Upon receipt of the employer signed contracts, the Associate Director of Student Financial Services will then sign for the University, and one copy will be mailed back to the employer by the Student Employment Office. Once the employer receives the contract, only then is it eligible to participate in the work-study program and offer a student work-study compensation.

**Important Note:** Compensation under the Work-Study Program is available only during the “official” co-op quarter calendar dates. Work performed outside those dates is *not* compensated, so make sure that your “start” and “stop” work dates are consistent with this.

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### The Clearance Process

In order to apply for full-time co-op work-study funding, you must have a completed financial aid file on record with the Office of Financial Aid for the current academic year. The Office of Financial Aid cannot process your clearance if your financial aid file is not complete for the current academic year. Then, for each quarter for which you may seek full-time co-op work-study funding, you must be “cleared” by that office as *co-op work-study eligible*. Again, this requirement applies regardless of whether you have been cleared for previous quarters. To know if you are “cleared” for work-study, just check with Mary Frances Church, Financial Aid Counselor in the law school’s Financial Aid Office.

**If you are not cleared to receive federal work-study funds and/or your employer cannot pay its required contribution, you are not eligible to apply for full-time co-op work-study funding. Note, however, that neither clearance for co-op work-study nor availability of employer funds guarantees work-study funding since there may be more students seeking funding than there are slots available.**

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### Co-op Funding Application

**All funding applications must be completed in full, and submitted to the Co-op Office on or before the quarterly funding application deadline in order to be considered by the Co-op Committee. A co-op funding application must be completed if you are seeking co-op work-study funding.**

Funding application forms are available on the Funding Page of the WEBoard, accessible on the Co-op Department Home Page:

- [Co-op Stipend Funding and Co-op Work Study](#)
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### **Post-Award Procedures**

**If you are awarded work-study funding from the Co-op Committee, there are several things that you must do *before* you begin your co-op in order to be paid.**

First, you must see Katy in the Co-op Office to obtain a Work-Study Placement Form and to sign a formal Clearance Form. You already have been cleared, but this form is required by the University's Student Employment Office once an actual full-time co-op work-study award has been issued. The Work-Study Placement and Clearance Forms must then be completed and submitted in person to the University Student Employment Office located on the 2<sup>nd</sup> Floor of the Curry Student Center where you also will need to complete I-9 and W-4 forms which that office will have. **You will not be paid until these forms are submitted and if you submit them late (that is, after you begin your co-op), you cannot be paid retroactively.** Lastly, you must submit the yellow copy of the Work-Study Placement and Clearance Forms to Katy in the Co-op Office. Please be sure to keep copies of both forms for your records.

If you have any questions, please check with a member of the Co-op staff.

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