

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

FEDERAL WORK-STUDY PAYROLL

## MEMORANDUM

TO:

FROM: The Federal Work Study & I-9 Center

DATE:

RE: Work Study Assignment – Terms and Conditions

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Please be advised that this is a work study assignment at \_\_\_\_\_ at a rate of \$\_\_\_\_.\_\_\_\_ per hour. Work-Study students are not allowed to work more than 20 hours per week, 21 hours per week for students in the School of Social Work, during the regular academic year, and a maximum of 35 hours per week during the summer and Winter break. Accordingly, Work-Study students are not eligible for over-time and should not work in excess of the hour caps mentioned above.

The estimated hours for this position are 20 hours per week based on a mutually agreeable schedule.

I understand the terms and conditions of work study assignment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_