

Boston College Office of Student Services

Off-campus Federal Work-Study Hire/Rehire Form

Student Information

Name _____ Eagle ID _____

Local Address _____

Permanent Home Address _____

Home Phone _____ Work Phone _____

Agency Information

Agency Name _____

Job Title _____ Job Class 920 _____

Boston College Assigned Account Number _____

Begin Date _____ End Date _____

Rate of Pay _____

Average Number of Hours Per Week _____ Number of Weeks _____

Agency Authorization Signature _____ Date _____

Return this completed form with original signatures to Boston College, Office of Student Services, Lyons Hall, Chestnut Hill, MA 02467. This form cannot be faxed.

Boston College Office Use Only:

Academic Year Summer Work-Study Amount _____

I-9 Completed Yes No

A new BC Student Employee Yes No

Payroll Form Statement Completed Yes No

Approved by _____ Date _____

Job Request No. _____

Instructions for Completing this Hire/Rehire Form

Student:

Complete the student data section. If you are a new employee to Boston College, please be certain that your I-9 form and Payroll Form Statement have been completed in the Office of Student Services, Lyons Hall, and that your tax forms and direct deposit forms are on file in HRSC at 129 Lake Street. All of these forms can be downloaded from the Human Resources Service Center website at www.bc.edu/hrsc. Click on “New Employees” at the top and scroll to the left down to “Forms – HRSC Forms & Documentations.” Follow the instructions.

Also be aware that if you are holding 2 jobs with Boston College, both will deplete your work-study award total that much sooner.

Agency:

An authorized employee of the private, nonprofit, or governmental agency must complete all parts of this section.

The account number is a Boston College assigned number: 0 _ _ _ _ .

The rate of pay is the hourly wage being offered. You may want to refer to your agency’s copy of the completed Student Job Request Form pertaining to this specific employment period.

Students are not to begin working until this agency receives written confirmation from the Office of Student Services approving this employment.

Note: BC students may work 30 or more hours per week (to a maximum of 40 hours per week) during the summer, but may not work more than 12 weeks of the summer employment period as a student employee of Boston College. Students may only work more than 12 weeks of our summer employment period if they average no more than 29 hours per week throughout the summer period. During the academic year students may continue to work up to 20 hours per week, but no more than 29 hours per week between semesters and during Spring Break. **If the BC student works two jobs for Boston College, on-campus and off-campus, that maximum Federal Work-Study awarded amount will be depleted sooner by both jobs.**

An authorized agency signature and current date are required.

Return this completed form to:

Boston College
Office of Student Services
Lyons Hall
Chestnut Hill, MA 02467

If you have any questions, you may contact our office at 617-552-3300.