



State University of New York College of
Environmental Science and Forestry

Office of Financial Aid and Scholarships

REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM

ACADEMIC YEAR 2024-2025

One of these forms should be completed for each type of job available.

Employer Department: _____

Position Location: _____ Phone: _____

ACADEMIC YEAR REQUEST – August 26, 2024 – May 17, 2025

Job Title: _____

Job Description: _____

Job Requirements: _____

Position Justification: _____

Is this position an extramurally funded project? _____

If yes, Project title: _____

Number: _____

BUDGET INFORMATION

Number of Students¹: _____ Weekly Hours Per Student²: _____

Weekly Hour Total³: _____ Number of Weeks⁴: 30
(1 x 2)

Wage Rate⁵: \$15.00 Requested Allocation: 0.00

Approved Allocation (Required): _____

Note: The approved allocation can be determined by President, Vice President, Department Chair, or Director, and must be entered prior to submission to the Financial Aid Office

SUPERVISOR INFORMATION

Supervisor: _____ Title: _____

Office: _____ Phone: _____

Fax: _____ E-mail: _____

CONTACT INFORMATION

The contact information listed above will be included in posted job descriptions unless checked below. Please check the boxes for any information that should **NOT** be included.

No Phone Number

No Fax Number

No E-mail Address

PROCEDURES

Appropriate Action	Deadline Date
Request for Federal Work-Study Student Employee forms delivered to faculty and staff.	2/5/2024
[All Divisions] Faculty and staff complete requests for the summer and academic year periods and forward them to Faculty Chairperson/Director. [Academic Affairs only] Provost provides Work- Study Allocations and allocation summary sheets to unit.	2/11/2024
[Divisions other than Academic Affairs] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	2/19/2024
[Divisions other than Academic Affairs] President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to department chairs/directors. [Academic Affairs Only] Unit heads allocate available funds and submit allocation summary sheet to Provost.	2/26/2024
[Divisions other than Academic Affairs] Directors allocate available funds to each position in their area, notify the requesting individuals of that allocation, and then forward approved forms to the Financial Aid Office for tracking and posting. [Academic Affairs Only] Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office	3/4/2024

SIGNATURES

Position Supervisor: _____ Date: _____

Department Chair/Director: _____ Date: _____

President/Vice President: _____ Date: _____