



Office of Financial Aid and Scholarships

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

**ACADEMIC YEAR 2025-2026**

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

Employer Department: \_\_\_\_\_

Position Location: \_\_\_\_\_ Phone: \_\_\_\_\_

**ACADEMIC YEAR REQUEST – August 25, 2025 – May 09, 2026**

Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

Job Requirements: \_\_\_\_\_

Position Justification: \_\_\_\_\_

Is this position an extramurally funded project? \_\_\_\_\_

If yes, Project title: \_\_\_\_\_

Number: \_\_\_\_\_

**BUDGET INFORMATION**

Number of Students<sup>1</sup>: \_\_\_\_\_ Weekly Hours Per Student<sup>2</sup>: \_\_\_\_\_

Weekly Hour Total<sup>3</sup>: \_\_\_\_\_ Number of Weeks<sup>4</sup>: 30

(1 x 2)

Wage Rate<sup>5</sup>: \$15.50

Requested Allocation (3x4x5): 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.	<b>2/3/2025</b>
<b>[All Divisions]</b> Faculty and staff complete requests for the summer and academic year periods and forward them to Faculty Chairperson/Director. <b>[Academic Affairs only]</b> Provost provides Work- Study Allocations and allocation summary sheets to unit.	<b>2/10/2025</b>
<b>[Divisions other than Academic Affairs]</b> Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	<b>2/17/2025</b>
<b>[Divisions other than Academic Affairs]</b> President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to department chairs/directors. <b>[Academic Affairs Only]</b> Unit heads allocate available funds and submit allocation summary sheet to Provost.	<b>2/24/2025</b>
<b>[Divisions other than Academic Affairs]</b> 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. <b>[Academic Affairs Only]</b> Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office	<b>3/3/2025</b>

## SIGNATURES

Position Supervisor: _____	Date: _____
Department Chair/Director: _____	Date: _____
President/Vice President: _____	Date: _____