FEDERAL WORK-STUDY REQUEST FORM 2015-2016

Financial Aid Office
201 South 1460 East, Room 105
Salt Lake City, Utah, 84112-9055 (801) 581-6211; FAX (801) 585-6350

STUDENT NAME: ___________________________ STUDENT ID: ________________

SECTION I: FWS Request

I am requesting the following (an amount must be specified; please see instructions below):

- Initial Federal Work-Study Award ($4,000 - $5,000/AY)
- An increase to my existing Federal Work-Study Award (up to $1,000/Semester)

Write the maximum amount of work-study that you would like to request: $

- The initial minimum/maximum amount that can be awarded is $4,000/$5,000 per academic year.
- If requesting an increase to your FWS award, write the additional amount you are requesting.
- If you request more than your eligibility allows, work-study will be awarded only to your maximum eligibility.
- If you have questions regarding the amount to request, please contact the Financial Aid Office at (801) 581-6211.

SECTION II: Reason For Request: Check The Applicable Reason Or Reasons For The Request

Request for an initial work-study award:

- I worked as a work-study student during the previous academic year and would like to continue in that position.
- I have been offered a work-study position, but my employment is contingent upon obtaining a work-study award.
- I have seen advertisements for a few work-study positions that I am very interested in and would like to be a part of the work-study program.
- I had an award previously, but it was cancelled.
- Other (please explain): ___________________________

Request for increases in work-study award:

- I am close to running out of work-study funding and will not be able to finish the academic year in my work-study position.
- Other (please explain): ___________________________

SECTION III: By Submitting this form you agree to

- Read and understand all requirements pertaining to the awards that you have been offered. Specific communications regarding your work-study status will be sent to your UMail account.
- Notify the Financial Aid Office when any information regarding your eligibility changes and provide any additional information, which may be requested of you as processing of your file continues.
- Be issued a valid JRN by the later of September 30th or 45 days from the date that your work-study award is offered and understand that not doing so will result in the loss of the award.
- Begin work during the first 30 days of the JRN authorization period. Not doing so will void the JRN and may result in the loss of the award.
- Consistently work in your work-study position and submit those hours. Understand that the remainder of a work-study award will be cancelled if there is no record of work-study earnings for a period of 4 consecutive pay periods.
- Requests are processed based on student eligibility and the availability of current Federal Work-Study funding. Completing this form does not guarantee that a student will be awarded work-study funding.

STUDENT SIGNATURE: ___________________________ DATE: ________________

***This form will not be processed until after your financial aid file is complete and your award letter has been submitted***