



Academic Year Work-Study Increase Request Form

STUDENT EMPLOYMENT OFFICE

Student Name: _____

Student Mailing Address: _____

Student ID #: _____ Student Phone #: _____

DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Student CU E-mail: _____

Please enter information for ALL employers who you are earning your work-study award with:

Employing Dept/Agency Name	Address/Campus Box	Employer phone	Supervisor Name/Email	Average Hours per Week Limit 25 hours per week during the AY **	Pay Rate	# of Weeks you plan to work*

*When figuring # of weeks you will work, please use the schedule of pay periods on the reverse side. Each pay period is two weeks.

COMMENTS: _____

** If you are requesting a work-study increase to fund more than 25 hours per week, we ask that the student fax (x2-4544) or email (stdemp@colorado.edu) a letter of explanation addressing how he/she will successfully manage these work hours while maintaining satisfactory academic performance.

If my only financial aid eligibility consists of accepted loans, I am willing to decline loans in the following amount: _____ (Note: Loan funds that have already disbursed must be repaid to the Bursar's Office).

- Return this form to Regent Administrative Center, Room 205, mail it to 77 UCB, fax it to 303-492-4544 or email to (stdemp@colorado.edu).
- **Completion of this form does not guarantee an increase.** If we are unable to grant the request upon receipt, it is kept on file should funds become available.
- Students must have remaining financial aid eligibility to be considered for an increase.
- Students are notified of an increase with a revised award letter and an email
- Employers are notified with an email.
- **Until notification is received, you must calculate how many hours a student can work based on their original award.**

SE Office Use Only:

Current Work-study Award Amount: _____
(COWS, FEDWS, INSTWS, FEDCSWS, NNWS)

Unmet Need/Offered Loans: _____

Accepted Need Based Loan: _____

Paid Need Based Loan: _____

Amount of Increase: _____

PROBLEMS:



UNIVERSITY OF COLORADO, BOULDER
OFFICE OF FINANCIAL AID
SCHEDULE OF BI-WEEKLY PAY PERIODS 2008-2009

PAY PERIODS

PAY DAY

FALL SEMESTER (18 weeks):

Aug. 10 - Aug. 23	Sept. 5
Aug. 24 - Sept. 06	Sept. 19
Sept. 07 - Sept. 20	Oct. 3
Sept. 21 - Oct. 04**	Oct. 17
Oct. 05 - Oct. 18	Oct. 31
Oct. 19 - Nov. 01	Nov. 14
Nov. 02 - Nov. 15	Nov. 28
Nov. 16 - Nov. 29	Dec. 12
Nov. 30 - Dec. 13	Dec. 26

SPRING SEMESTER (20 WEEKS):

Dec. 14 - Dec. 27	Jan. 9
Dec. 28 - Jan. 10	Jan. 23
Jan. 11 - Jan. 24	Feb. 6
Jan. 25 - Feb. 07**	Feb. 20
Feb. 08 - Feb. 21	Mar. 6
Feb. 22 - Mar. 07	Mar. 20
Mar. 08 - Mar. 21	Apr. 3
Mar. 22 - Apr. 04	Apr. 17
Apr. 05 - Apr. 18	May 1
Apr. 19 - May 02	May 15

IMPORTANT DATES TO REMEMBER

- August 9, 2008 - Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
- August 10, 2008 - First day students can begin working for the academic year.
- August 12, 2008 - Last due date for Time Entry for the final pay period of summer.
- December 13, 2008 - Last working day for student's graduating/leaving in the fall semester.
- December 14, 2008 - First day continuing students (students enrolled for spring semester) can begin working for the spring semester.
- May 2, 2009 - Last working day of the academic year for **work-study students**. Any unearned Work-Study is automatically cancelled after this date.

UNIVERSITY HOLIDAYS/BREAKS

September 1, 2008 - Labor Day Holiday	January 1, 2009 - New Year's Day
Nov. 23-27, 2008 - Fall/Thanksgiving Holiday	January 19, 2009 - Martin Luther King Holiday
Dec. 24 & 25 2008 - Christmas Holiday	March 23-29, 2009 - Spring Break

****If a student is awarded academic work-study, they must begin earning their work-study award by October 4, 2008 for fall and by February 7, 2009 for spring.**

If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by the deadline date or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349, or send an e-mail to stdemp@colorado.edu.