



Summer 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 with whom you are earning your work-study award:

Employing Dept/Agency Name	Address/Campus Box	Employer phone	Supervisor Name/Email	Average Hours Worked per Week	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 2 weeks.

*If you are granted an increase in work-study, you may be assessed a summer savings requirement. This amount is the difference between your summer aid eligibility and your work-study award. Any part of your work-study award which exceeds your aid eligibility is considered summer savings. This amount will be noted on your summer award letter. It will also appear on your 2009-10 financial aid award offer as a resource. **You are expected to save this amount from your summer earnings to use toward your 2009-10 school-year expenses.***

You must begin earning your work-study award by May 30, 2009. If you cannot begin working by this date, you must notify the Office of Financial Aid or your award will be cancelled.

COMMENTS: _____

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 us at Regent Administrative Center, Room 205, mail it to 77 UCB or fax it to 303-492-4544.
- **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 will be notified of an increase with a revised award letter.
- Employers and Students will be notified with a letter or email.
- **Until notification is received, you must calculate how many hours a student can work based on their original award.**

FOR OFFICE USE ONLY:

- Waitlist: Yes or No
- Unmet Need/Offered Loans: _____
- Accepted Need Based Loans: _____
- Paid Loans: _____
- Periods of NonEnrollment: _____ - _____ = _____ x _____ = _____
- Summer Savings: Yes or No

- Enrolled in Summer: Yes or No
- Enrolled in Next AY: Yes or No
- FAFSA on File for next AY: Yes or No
- Demonstrates Need for next AY: Yes or No

PROBLEMS:

**UNIVERSITY OF COLORADO AT BOULDER
2009 SUMMER BI-WEEKLY PAYROLL CALENDAR**

PAY PERIODS:	PAY DATE:
May 03 - May 16	May 29
May 17 - May 30	June 12
May 31 - June 13	June 26
June 14 - June 29	July 10
June 28 - July 11	July 24
July 12 - July 26	Aug. 07
July 26 - Aug. 08	Aug. 21

*** TIME ENTRY FOR THE LAST PAY PERIOD OF THE SUMMER MUST BE TURNED IN ON TIME!! Any work-study hours turned in after the last Time Entry due date will be charged 100% to the employer.

IMPORTANT DATES TO REMEMBER

- May 2, 2009 - Last working day of the academic year for work-study student employees.
- May 3, 2009 - First working day for Summer work-study student employees.
- May 25, 2009 - Memorial Day - University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits
- July 4, 2009 - Independence Day Observed - University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits
- August 8, 2009 - Last working day of the summer for all student employees.