



## Request for: FWS Semester Break/Make-Up Hours

Student Name:	Student ID#:
Phone Number:	Date of Birth:

Eligible Federal Work-Study (FWS) students may work during semester breaks or work outside of regular scheduled hours to make-up previously missed hours. Approval is needed by their supervisor *and* the FWS Coordinator *before* a student can begin working. FWS students must be supervised at all times.

**Type of Request:** Check all that apply.

Semester Break      List Break: \_\_\_\_\_

Dates: \_\_\_\_\_

Make-Up Hours      Reason: \_\_\_\_\_

Dates: \_\_\_\_\_

**Total Hours Requested:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Date**

**Financial Aid Office Use:**     **Approved**     **Denied** \_\_\_\_\_

**Remaining for the semester:**    Hours: \_\_\_\_\_

**Approved for Break/Make-up:**    Hours: \_\_\_\_\_

\_\_\_\_\_  
**FWS Coordinator Signature**

\_\_\_\_\_  
**Date**