

Petition to Waive the 20 Hour per Week Work Limit

VALID FOR UNDERGRADUATE U.S. CITIZENS ONLY

Directions: In order to complete this form you need to meet with your Advisor in Academic Services and your Financial Aid Counselor in SFS to discuss the potential impact of additional work hours on your academics and financial aid. Once authorized by the appropriate individuals please return the form to SFS. When it is processed, you and your supervisor(s) will receive signed copies of the form. You can then begin working the approved amount of hours. You can NEVER work more than 40 hours per week.

PLEASE PRINT OR TYPE.

I, _____, am petitioning to waive the 20 hour per week limit for work on campus. I certify that I am currently in good academic standing and I believe that working _____ hours per week will not negatively affect my academic performance. I understand that University policy prohibits me from working over 40 hours per week. My supervisor's name & department is:

I understand that this waiver, if granted, will apply only to the current 20__ - 20__ academic year.

(Student Signature)

(Date)

(Mailbox)

For Office Use Only

Step 1: Get form signed by Academic Services.

Academic Services: I, _____, certify that the above student is in good academic standing and that we met to discuss the potential impact of an increased workload on his/her academic program.

(Academic Services Signature)

(Date)

Step 2: Get form signed by Financial Aid representative.

Financial Aid: I, _____, certify that the above student met with me to discuss the potential impact of increased earnings on his/her financial aid package.

(Financial Aid Signature)

(Date)

Step 3: Return to Student Employment in Usdan 120 for final approval.

Student Employment: The above student has been approved to work _____ hours per week.

(Student Employment Signature)

(Date)

**Once completed please return to
Student Financial Services in Usdan 120**