

# Work-Study Budget Request Form 2011-2012 School Year

Department/Office Name: \_\_\_\_\_

Department/Office Location: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Work-Study Job Title: \_\_\_\_\_

Number of hours/week you'll need this job performed: \_\_\_\_\_

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Please review your current job listing at:

[www.stephens.edu/campuslife/careersvc/studentemp/jobs](http://www.stephens.edu/campuslife/careersvc/studentemp/jobs).

Please indicate below any changes that need to be made for the upcoming school year. I will make these changes by the end of May. Once I am made aware of everyone's work-study budgets, I will update the number of positions at the top of each listing.

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Please return this budget request to the Career Services Office, Box 2123, by **April 15<sup>th</sup>**. You will be able to see your work-study budget when you receive your department/office budget for the upcoming school year.

**IMPORTANT:** If you do not submit a Work-Study Budget Request Form, it will be assumed that you will not be in need of any work-study assistance for the upcoming school year. Everyone who needs work-study assistance **MUST** complete and submit one of these forms by April 15<sup>th</sup>.