Work-Study Award Increase Request Form
Spring 2017

Undergraduate/Graduate students may request one Work-Study award increase per year.
Students must submit this form to the address listed above in-person, by fax, or e-mail.

Student Information:

Name: _____________________________________________________________________________  Penn ID# _____________________________________________

Telephone Number: ___________________________ E-mail Address: _____________________________

Employment Information:

Employing Department/Organization: _______________________________________________________________________________________________

Supervisor’s Name: ___________________________ E-mail Address: _____________________________

Hourly Wage Rate: __________ Hours worked per week: ____________

I certify that all the information on this form is accurate.

I am requesting a work-study increase of $ __________ (maximum $1,000).  Note: Approval of the requested increase is based on the student’s eligibility for an increase.

Student Signature: _____________________________________________________________________________ Date: _______________________

Office Use Only:  Approved __________  Not Approved __________

Original Award __________  Revised Award __________

SE Manager/AD: ___________________________ Date _______________