

Macalester College

Request for Student Employment Award Increase

Instructions:

- A. Student Employee completes Sections 1 and 2.
- B. Supervisor completes Section 3.
- C. Send form to the Student Employment Office for authorization.

Section 1:

Student Name: _____ ID# _____

On-campus student employment is primarily a need-based financial aid program. ***Increases are granted on a limited basis, and only for unusual circumstances.*** Please provide a brief explanation below as to why you are in need of an increased student employment award:

I understand that I cannot begin working additional hours until I receive notification from the Student Employment Office that this request has been approved.

Student Signature

Date

Section 2:

Requested Award Increase: \$ _____

Effective Dates: _____ to _____
Start Finish

Section 3:

Department: _____ Position Title: _____

Organization #: _____ Pay Rate: _____

Supervisor Name: _____ Supervisor ID# _____

By signing this form I understand that additional funding will be charged to my department's Student Employment budget.

Supervisor Signature

Date

Office Use Only:

Amount Approved \$ _____ Fund Type: _____ Approved By: _____

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