

# 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: \_\_\_\_\_

Entered by ES