To: Student Awards & Financial Aid Date:

From: Department: Department Code:

**2024/2025 Work Study Program – Proposal Priority List**

**INSTRUCTIONS:**

1. Please rank your Work Study jobs in the priority order to be funded.

***For example:***

Department ‘X’ requests a total of 3 jobs at 340 hours each = 1020 hours

However last year Department ‘X’ only used 580 hours, therefore Department ‘X’ may likely receive only 580 hours, which would be allocated as follows:

DEPT\_1 – 340 hours

DEPT\_2 – 240 hours

DEPT\_3 – 0 hours

Please take this information into consideration when ranking your department supervisors’ request for funding.

**Should your department wish to allocate total funding equally amongst all supervisors, please indicate by checking the box provided.**

1. Specify the number of hours requested for each job. Minimum 100 hours to maximum of 340 hours per job.
2. Include a signed *Contract for Supervisor* for each supervisor submitting a job request. Supervisors with multiple job requests are only required to submit 1 contract.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Priority** | **Supervisor Name** | **Supervisor**  **V#** | **Supervisor**  **email** | **Work Study Job Title**  **(e.g. lab assistant )** | **Hours**  **Requested** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Should your department be allocated less funding than requested, do you wish to have the total allocation calculated and assigned on a percentage basis amongst all work study jobs listed?

YES □ NO □

Funding allocations are made in accordance with the priority list information. Please rank your jobs carefully, as **adjustments will not be permitted once the funding allocations are made**.

Department Head: (print) \_ Signature: