INSTRUCTIONS:

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

   For example:

   Department ‘X’ requests a total of 3 positions 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.

2. Specify the number of hours requested for each position. Minimum 100 hours to maximum of 340 hours per position.

3. Include a signed Contract for Supervisor for each position with the same supervisor and chargeback account.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Work Study Supervisor Name</th>
<th>Phone #</th>
<th>Email</th>
<th>Work Study Job Title</th>
<th>Hours Requested</th>
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Should your department be allocated less funding than that requested, do you wish to have the total allocation calculated and assigned on a percentage basis amongst all work study jobs listed?

YES □ NO □

Department Head: (please print) ________________________________

Signature: ________________________________

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