

**FEDERAL WORK STUDY – STUDENT EMPLOYMENT
FEDERAL STIMULUS FUNDS REQUEST FORM**

The Federal Government has awarded Stimulus Funds for Xavier University's Federal Work Study Program (FWS) for FY '10. In order to expedite the use of this **one-time allotment** of funds for our students, please submit your request by completing this form.

Priority Date for consideration is November 4, 2009. Please completed form to Career Services Center (ML 2131) or brownj21@xavier.edu.

Guidelines:

- Stimulus funds may only be used to employ FWS students per the Federal Government.
- FWS students cannot exceed 20 hours per week per total jobs.
- A campus committee will review all requests and make decisions based on date submitted and availability of funds.
- All Federal Work Study rules apply.

Department Requesting: _____

Budget Administrator Name: _____

Budget Administrator Signature: _____

Supervisor Name: _____

Supervisor's email: _____@xavier.edu Phone ext.: _____

Amount Requesting: \$ _____ Number of hours: _____

Work hours: _____ Number of openings: _____

Position Duties: _____

For Office use only:

Date Received: _____ **Time Received:** ____:____

Position #: _____ Approved: _____

Not Approved: _____

Reason for denial: _____
