

AUTHORIZATION TO SPLIT WORK STUDY AWARD

University of Connecticut
 School of Law
 Student Employment Program
 39 Elizabeth Street
 Hartford, CT 06105

PURPOSE

This form is to be used by law students wishing to work two or more Work Study jobs concurrently.

Fax Completed Form To:
 (860) 570-5104

INSTRUCTIONS

Submit completed forms directly to the School of Law Student Employment Program Office within the Office of Library Administration, located on the main floor of the Law Library.

Phone: (860) 570-5109

E-mail: Lisa.Ouellette@law.uconn.edu
Susan.Severo@law.uconn.edu

Website:
<http://www.law.uconn.edu/students/employment/>

SECTION 1: Student Information		
Last Name	First Name	MI
Student PeopleSoft ID	Social Security Number*	
SECTION 2: Award Information		
Work Study Award Period (check one)		
<input type="checkbox"/> Academic Year (Fall & Spring)	<input type="checkbox"/> Spring only	
<input type="checkbox"/> Fall only	<input type="checkbox"/> Summer	
Total Work Study Award amount (indicate full academic year award, unless award is fall or spring only) \$		
SECTION 3: Details of Department 1		
Department 1 Name	Telephone Number	Payroll UBOX Number (Office Use Only)
Name and Signature of Departmental Contact/ Supervisor		
Work Study amount for Department 1 (indicate full academic year, unless award is fall or spring only) \$		
SECTION 4: Details of Department 2		
Department 2 Name	Telephone Number	Payroll UBOX Number (Office Use Only)
Name and Signature of Departmental Contact/Supervisor		
Work Study amount Department 2 (indicate full academic year, unless award is fall or spring only) \$		
SECTION 5: Student Authorization		
<p><i>I designate the authorized amounts listed above, for each place of employment, to be transferred by Student Financial Aid Services – Student Employment, providing funds are available. I understand that I must submit separate Work Study payroll time sheets to the School of Law Student Employment Program Office by the established Payroll deadlines, but only one paycheck will be issued. Paychecks or direct deposit statements are NOT mailed (unless arrangements are made for mailing) and must be picked up in the School of Law Student Employment Program Office each pay week.</i></p>		
_____ Student's Signature		_____ Date

*Your Social Security Number has been requested to facilitate the processing of your financial aid application; to communicate with another institution at your request; or as mandated to process payroll, monitor federal student loan(s) or process veteran's benefits.