Work-Study Award Increase Request Form
Spring 2019

Undergraduate/Graduate students may request one Work-Study award increase per year. Students must submit this form to the address listed above in-person, by fax, or e-mail.

Student Information:
Name: _____________________________________________________________________________ Penn ID# _____________________________________________

Telephone Number: ____________________________ E-mail Address: __________________________________________________________

Employment Information:
Employing Department/Organization: _______________________________________________________________________________________________

Supervisor’s Name: ____________________________ E-mail Address: __________________________________________________

Hourly Wage Rate: ____________ Hours worked per week: ____________

I certify that all the information on this form is accurate.
I am requesting a work-study increase of $ __________ (maximum $1,000). Note: Approval of the requested increase is based on the student’s eligibility for an increase.

Student Signature: _____________________________________________________________________________ Date: ____________________________

Office Use Only: Approved ____________ Not Approved ____________
Original Award ____________ Revised Award ____________
Authorized By __________________________________________ Date __________________________