

Request for Financial Aid College Work-Study Employee Slots

Palo Alto College's Work-Study (CWS) Program provides employment for students with financial need, allowing them to work, gain valuable work experience, and thereby pay for college expenses. At the same time, it provides for additional human resource for college departments based on the college's work-study funding level. To provide for equitable distribution of CWS slots, the following procedures delineates the steps to be followed when requesting work-study employee slots.

Name:	
Department:	
Contact Information:	
Number of Requested Work Study Positions:	

Justification for Request (Include 2-3 Sentences that explain and substantiate this request. Be specific and align to unit goals, College Action Plan, and/or Key Performance Indicators):

Signature, Requestor Date

Signature, Dean/Director Date

Signature of appropriate Dean/Director indicates approval has been granted to submit the request to the Executive Team per Procedure S 26.0 Request for Student Financial Aid College Work-Study Employee Slots.