**Federal Work Study Administrator**

 **Amelia Price: 706-368-7748**

**Fax: 706-295-6731**

 **E-mail: aprice@highlands.edu**

***Requests will be reviewed in the order in which they are received. Positions are available according to current federal allocation levels. Please list the number of positions you are requesting for the semester and a justification of hire. FWS positions are not guaranteed.***

**Georgia Highlands College**

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**Request for Federal Work Study Positions**

**Department Requesting FWS:**

**Campus Location(s):**

**FWS Supervisor Name:**

**Semester for which you are requesting FWS positions:**

**Please provide the following information**

**Number of FWS positions you are requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Hours EACH position will work a week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(attach additional pages if needed)**

**Are you requesting several different positions within your department? Yes No**

**What position(s) are you seeking FWS for?**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All positions must have a Job Description submitted to Amelia Price to be posted if approved. Please make sure the number of hours needed to work a week is posted in the job descriptions. All FWS positions are available until the federal allocation is expended or when a student’s eligibility runs out, whichever is first. It is the supervisor’s responsibility to communicate this to the FWS students they hire. Any questions or concerns can be addressed by the FA Counselor located on the student’s campus. Supervisors may send questions and/or concerns to Amelia Price via the information above.

Signature of Requesting Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Official Use Only**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_ Positions Approved: \_\_\_\_\_\_\_\_\_\_ Term Granted: \_\_\_\_\_\_\_\_\_\_\_