

University of Central Oklahoma Budget Office

Request for Fall/Spring Work Study Funds

The U.S. Department of Education's Federal Work Study Program provides funding to the University of Central Oklahoma (UCO) to be used to pay 75% of the work study student's wages. The work study wages earned are made available to the student to assist them with financing their education. Students are offered a work study award upon qualifying for Financial Aid and indicating on their FAFSA application a desire to participate in the work study program. ***The student's Work Study award does not guarantee student employment, nor does it set aside funds specifically for the student. The Work Study award is a statement indicating the maximum amount of wages the student is eligible to earn during the academic school year should they secure employment.***

REQUESTING WORK STUDY FUNDS – The Process

Before submitting the Work Study Request (1) Identify a student worker to hire (2) Verify that the student is enrolled in at least six hours, (3) Verify the student has been OFFERED work study and has ACCEPTED the offer, (4) Make sure the total department matching in column F is available in the student wage account line 611160, otherwise identify the account line to fund the 25% matching. (5) Submit a Request to the Budget Office for Federal Work Study funds to pay 75% of the student's wages. **Federal Work Study funds will be budgeted, on a first come first served basis, to departments who submit a request with Columns A – F completed. Should all of the Federal Work Study funds be exhausted or a student has not been identified, the request will be added to the wait list. Departments will be notified of the status of their Work Study Request by email. If the department is notified they are on the waitlist because funds are exhausted and chooses to proceed with the hire, the department will be responsible for 100% of the student's wages.**

Departments that are approved for Federal Work Study funds to supplement their work study student's wages are responsible for the matching 25%. The work study student wage matching expense will be charged to the department Org, account line 611174. The budget to fund account line 611174 will be transferred from regular student wage account line 611160, unless otherwise indicated. **The Federal Work Study funds used to pay 75% of student wages are paid from a separate Org than your department Org.**

Submit the completed Work Study Request Form to the Budget Office by email (dkennedy@uco.edu), fax (974-3870) or campus mail (box 172) on the first Monday in August or anytime thereafter.

FALL/SPRING WORK STUDY REQUEST

NOTE: In order to allocate federal work study funds to as many departments as possible,

The maximum amount that will be allocated per student is \$5,800 for the 32-week Academic Year based on working 25 hours per week @ \$7.25 per hour.

Date _____ Organization Name _____ Organization Number _____

Student ID# (A)	Student Name (B)	Enter Work Study AWARD (C)	ENTER MAX ALLOWANCE or AWARD AMOUNT if less than \$5,800 (Max. Allow \$5,800) (D)	Federal Work Study Funds Requested (75% of COLUMN D) (E)	Required Dept. Matching Funds (25% of COLUMN D) (F)
*2000xxxx	Terrance Howard (EXAMPLE!!!!!!)	\$6,100	\$5,800 (Example!!!)	\$4,350	\$1,450
Time Keeper-Name & Phone Number (Please Print)			ORG Manager - (Print Name & Sign)		
For Budget Office Use					
Date Rec'd _____ Funds Approved _____ Funds Denied _____ Processed by _____ JV _____					

BUDGET TRANSFER to fund Department Matching 25%

Transfer From Org#	Account#	Funds will be transferred to WORKSTUDY Account Line 611174
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