

LOUISIANA TECH UNIVERSITY Office of Financial Aid

Request for Student Workers During Official University Closures 2024-2025

Please return this completed form to: Louisiana Tech University Office of Financial Aid PO Box 7925 Ruston, LA 71272

This form is used to request approval for student workers to be able to work during official university closures. Student employees may not exceed an average of 20 hours per week (not to exceed 25 hours in any given week) with a maximum of 40 hours during any 2-week pay period. The completed form must be submitted to the Financial Aid Office and approved before the student is allowed to work during the official university closure.

Instructions: Complete form below and submit to the Student Employment Coordinator in the Office of Financial Aid (Campus Box #34). After the request has been reviewed, the Student Employment Coordinator will notify you by return of this form of the decision that has been made.

STUDENT INFORMATION (to be completed by the Student):			
STUDENT'S Last Name	First Name	MI	STUDENT'S CWID or SSN
STUDENT'S Telephone	STUI	DENT'S Email	
Student Signature:			Date:
DEPARTMENT INFORMATION (to be completed by the Department requesting service during the scheduled break):			
DEPARTMENT Name:			Closure Dates:
DEPARTMENT Code:			Type of Funds:
Justification for workers during University Closur	re:		
the student will not work more tha	n an average of 20 ho	ours per work wee	work during the official university closure. I certify ek (not to exceed 25 hours in any given week) stand the student must remain enrolled at least
halftime and maintain the required			
Supervisor Signature:			Date:
Dept. Head Signature:			Date:
FINANCIAL AID INFORMATION: (Office of Financial Aid use only)			
Approved	Ciamatuma		
Denied Financial Aid	Signature:		Date: