



2025-2026 HGTC Federal Work Study Position Request Form

If you are interested in hiring a work study student during the 2025-2026 academic year, please complete and return this form to our Financial Aid Work Study via email (workstudy@hgtc.edu) **no later than March 31st, 2026. The last day to receive a work study position request for Fall 2025 is October 31st, 2025, and Spring/Summer 2026 is March 31st, 2026.** **ONLY COMPLETE THE REQUEST FORM IF YOU HAVE THE CAPABILITY TO HIRE A WORK STUDY STUDENT FOR AT LEAST 10 HOURS PER WEEK FOR THE ENTIRE SEMESTER (FALL/SPRING/SUMMER).** **NO REMOTE JOBS, MUST HAVE A PHYSICAL FACILITY FOR STUDENTS TO WORK AND BE MONITORED DAILY.**

If there is a particular student that you wish to hire or retain for your previous position(s), please list the student's name and H# so that we can verify the student's eligibility for a work study award. **All requests will be compiled by the Financial Aid Office. Please note that all requests may be reviewed but may not be approved, and are subject to budget review. ALL REQUESTED INFORMATION IS REQUIRED FOR PROCESSING.**

DEPARTMENT INFO

Today's Date: _____
Department/Off _____ HGTC Campus/Off _____
Campus Partner: _____ Campus Address: _____
Dept. Supervisor: _____ Phone/Extension: _____

POSITION REQUEST DETAILS

Job Title: _____ Department: _____
of positions: _____ Hours per week: _____
Immediate Supervisor(s): _____

Special Requests - Please list the following information:

Student Name: _____ H#: _____

Job Description: (REQUIRED: Please ensure the job description is thorough. Include specific job skills, GPA, or preferred majors. You may attach a separate sheet if necessary.)

FOR FINANCIAL AID USE ONLY

Date Received: _____

Comments: