



2026-2027 HGTC Federal Work Study Position Request Form

IF YOU ARE INTERESTED IN HIRING A FEDERAL WORK STUDY STUDENT DURING THE 2026-2027 ACADEMIC YEAR, PLEASE COMPLETE AND RETURN THIS FORM TO WORKSTUDY@HGTC.EDU BY THE APPLICABLE DEADLINE:

- FALL 2026: **OCTOBER 5, 2026**
- SPRING/SUMMER 2027: **DECEMBER 7, 2026**

PLEASE SUBMIT A REQUEST ONLY IF YOUR DEPARTMENT CAN EMPLOY A STUDENT FOR AT LEAST **10** HOURS PER WEEK FOR THE ENTIRE SEMESTER. **WORK STUDY POSITIONS MUST BE PERFORMED AT A PHYSICAL WORK LOCATION AND CANNOT BE REMOTE.**

IF YOU WOULD LIKE TO HIRE OR RETAIN A SPECIFIC STUDENT, PLEASE INCLUDE THE STUDENT'S NAME AND H-NUMBER SO ELIGIBILITY CAN BE VERIFIED. ALL REQUESTS ARE SUBJECT TO BUDGET AVAILABILITY AND PROGRAM APPROVAL. PLEASE ENSURE ALL REQUIRED INFORMATION IS PROVIDED TO AVOID PROCESSING DELAYS.

DEPARTMENT INFO

Today's Date: _____
Department/Off _____ HGTC Campus/Off
Campus Facility: _____ 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: