

2023–2024 Work-Study Award Request Form

Please use this form to make or report any necessary changes to your work-study award. A new electronic Financial Aid Notification (FAN) statement will be posted on MyUCLA once your request has been approved. Refer to the [Work-Study Program Calendar](#) for important deadlines.

LAST NAME

FIRST NAME

UID#

Undergraduate Work-Study Award Requests

☐ I would like to be considered for Federal Work-Study. I have a current on-time FAFSA on file, and understand my loans may be decreased.

☐ I would like to increase my current Work-Study award amount up to \$
(Maximum award up to \$5500). Please check off the program you are currently hired in for WS

☐ Bruin Corp ☐ Jumpstart ☐ Community Service ☐ Other

☐ I would like to convert my Federal Work-Study award to loans in the amount of \$

Graduate Work-Study Award Requests

If you are applying for the Graduate Work-Study Program please visit the Graduate Work-Study Program [website](#) and complete the application.

- The minimum is \$5,000 with a \$15,000 maximum per student between July 1 and June 30 of each fiscal year. Amounts below \$5,000 require an exception request and approval from the Graduate Division.
Note: A new work-study award to your existing FAN may require a reduction to one or more of the following awards: Federal Unsubsidized Loan, Federal Graduate PLUS Loans.

☐ I am a graduate student applying for a Federal Work-Study award amount of \$
(Maximum up to \$2000)

Learning Aligned Employment Program (LAEP) Request

☐ I would like to be considered for Learning Aligned Employment Program (LAEP) and I meet all requirements as stated on my FAN. I understand my loans may be decreased to accommodate this award. *Please mark one box below to confirm the terms of employment for the award:*

☐ Full AY (\$6150) ☐ Winter/Spring (\$4100) ☐ Spring (\$2050)

Note: Please allow up to one week for processing. Any increases to your work-study award may decrease existing loans in offered status.

STUDENT SIGNATURE

EMAIL

DATE SIGNED

HOW TO SUBMIT

ELECTRONICALLY

- Log on to MyUCLA
- Select Finances and Jobs
- Under Financial Aid and Scholarships, select View All Documents
- Attach form as necessary.

FAX

Fax: 310-267-4143
Attn: UCLA Financial Aid and Scholarships