

# Summer 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 and Summer Aid Application on file, and I understand my loans may be decreased.
- I would like to increase my current Work-Study award amount up to \$
- I would like to convert my Federal Work-Study award to loans in the amount of \$
- I would like to convert my Federal Work-Study award to: (*Maximum award up to \$5,000*)
  - Bruin Corp
  - Jumpstart
  - Community Service

## 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 [Graduate Work-Study Program 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 Education.  
*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 \$3,000*)

## OTHER

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**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