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| --- | --- |
| Strong Logo | Career Services 656 W Kirby, 1001 FAB  Detroit, MI 48202  (313) 577-3390  [**www.careerservices.wayne.edu**](http://www.careerservices.wayne.edu) |

### DECLARATION OF OFF-SEMESTER FORM

|  |  |
| --- | --- |
| Student Name | Click here to enter text. |
| Banner ID | Click here to enter text. |
| Semester | **Fall  Winter  Spring/Summer** |
| Academic Year | Click here to enter text. |
| Student Signature |  |
| Date | Click here to enter text. |

Student employees (Student Assistant and Federal Work-Study) may declare one semester of each academic year as an off-semester. During the off-semester, it is permissible to work up to, but no more than 40 hours per week, pending supervisor approval.

|  |  |
| --- | --- |
| Supervisor Name | Click here to enter text. |
| Supervisor Access ID | Click here to enter text. |
| Supervisor Signature |  |
| Department | Click here to enter text. |
| Date | Click here to enter text. |

**Federal Work-Study Position  Student Assistant Position**

**Federal Work-Study Students** must enroll for the requisite number of credit-hours and satisfy all work-hours conditions as required by the Office of Student Financial Aid. For further information, please visit [**www.wayne.edu/financial-aid**](http://www.wayne.edu/financial-aid)

**International Students: Prior** to submitting this form to Career Services, international students must contact the **Office of International Students and Scholars** for authorization.

**E-mail completed form to Arlinda Pringle at** [**ac2000@wayne.edu**](mailto:ac2000@wayne.edu) **or deliver to Career Services, 1001 FAB.**