DECLARATION OF OFF-SEMESTER

Student Name: ________________________________  Student ID: 00  
(Please Print)  
(8 digits)

Student Signature: ___________________________  Date: ____________

Semester: ___________________________  Academic Year: ________

Student Assistants/College Work-Study Students may declare one semester of each academic year as an off-semester. During the off-semester, it is permissible to work more than 20 hours per week, but not more than 40 hours per week, pending Supervisor’s approval.

Supervisor’s Signature: ___________________________  Access ID: ________

Department: ___________________________  Date: ____________

Student Assistant: _____________  College Work-Study: _____________

College 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 http://financialaid.wayne.edu.

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

Upon completion, please email to cdove@wayne.edu, fax, send via campus mail, or hand deliver to Career Services.

Revised 4/13/2016