



## INTERNATIONAL STUDENT SERVICES (ISS)

### APPLICATION FOR ON-CAMPUS BREAK WORK DURING WINTER AND SPRING BREAK

Please use this form to help ISS and the Business Office prepare for your on-campus work-study during the break. Information regarding your break work plans is required in order for your work to be approved. **This form is due Friday of Week 7 the term prior to the relevant break.**

NAME: \_\_\_\_\_

STUDENT YEAR: \_\_\_\_\_ UPCOMING BREAK: Winter  Spring

DEPARTMENT: B&G  OTHER  (must be pre-approved by Monica)

EXACT DATES YOU WILL BE WORKING: \_\_\_\_\_ to \_\_\_\_\_

TOTAL AMOUNT OF HOURS REQUESTED: \_\_\_\_\_ (Cannot exceed 100 hours)

Please note that even though you have requested this many hours, you may not be approved for that amount. You will receive an email before the break, informing you of how many hours you have been approved for. Winter Break work cannot be less than 2 weeks in length.

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#### SIGNATURES REQUIRED

I, \_\_\_\_\_, agree that I have read and understood the above rules of break work and what is required of me during my approved hours of break work.\*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Monica Hamm: \_\_\_\_\_ Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\* The purpose of funding for the international students break work budget is to help those student who cannot go home over the break. This work is to aid the international students so that they can afford to live on-campus during the breaks. If you do not show up for work, or leave your assignment early because you think the work is too long/hard, you will not be awarded break work again.