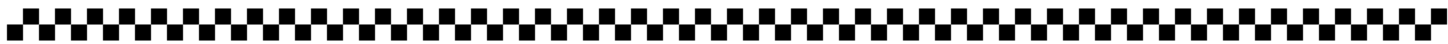




Division of Student and
Enrollment Services
P.O. Box 756380
Fairbanks, Alaska
99775-6380
Ph# (907) 474-7596
Fax (907) 474-7445

STUDENT EMPLOYEE WAIVER FORM

Submission of this form is required when requesting a waiver to the standard University of Alaska Student Employment guidelines (P.09.05.02). This form will typically be used to waive current grade point average requirements of 2.0 or to request an overload of greater than 20 hours in student working hours. This form must be completed and signed off by the current supervisor and then submitted to Career Services before any exceptions will be considered.



Please complete the information below and return to your supervisor.

Name: _____ Student ID # _____

Email: _____ Phone number: _____

Mailing Address: _____

I am requesting a waiver to work outside the current guidelines established for student employment.

This request is detailed below and is a waiver for: Fall _____ Spring _____ Summer _____

- Minimum GPA Requirement
- Overload – Number of additional hours requested _____
(work more than 20 hours per week or 40 hours per pay period)
(Note: FICA will be deducted after 20+ hours per week)

Other (please explain) _____

The reasons for my request are as follows (Please attach documentation, transcripts or another sheet of paper for additional comments):

Student Employee Signature: _____ Date: _____



Supervisor Comments: _____

Supervisor Signature: _____ Dept: _____ Date: _____

Email: _____ Phone number: _____
Fax number: _____

OFFICE USE ONLY

Current Cumulative GPA _____ **Current Credit Load** _____ **Last Semester Enrolled** _____

Approved Conditional Approval Denied Reviewed By _____

Date _____ Comments _____

Terms and Conditions of Student Employment (from Board of Regents Policy P 09.05.02)

C. Eligibility Criteria for Student Employment

1. To be eligible for student employment, an applicant must:
 - a. Be enrolled in the University of Alaska system with a minimum of six credit hours in the current semester of employment; or
 - b. Have been enrolled the preceding semester for six or more credit hours and demonstrate plans to enroll for six or more credit hours in the next semester for employment between semesters; and
 - c. Have at least a 2.0 cumulative grade point average (GPA) or approval from the MAU Senior Student Services officer or his/her designee.
 - d. Students enrolled in non-traditional programs of study will be considered eligible for student employment with the approval of the Senior Student Services officer.
 - e. An applicant must provide evidence of enrollment as outlined above to substantiate employment eligibility.
2. Individual campuses may implement more stringent eligibility requirements than the five listed above. Regional personnel offices will make information regarding eligibility criteria available to students, faculty, and staff.
3. Because employment must not interfere with class attendance, a student will not be eligible for student employment when the defined hours of work would interfere with the student's academic schedule.