

# 2023–2024 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 on file, and understand my loans may be decreased.

I would like to increase my current Work-Study award amount up to \$   
(Maximum award up to \$5500). Please check off the program you are currently hired in for WS

Bruin Corp     Jumpstart     Community Service     Other

I would like to convert my Federal Work-Study award to loans in the amount of \$

## 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 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 Division.  
*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 \$2000)

## Learning Aligned Employment Program (LAEP) Request

Thank you for your interest in the program, but we are no longer accepting request for LAEP - The funding and efforts allocated for 23/24 AY are now spent . You may inquire about this program later for the 24/25 AY.

**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