

SUNY Ulster

Ulster County Community College
Office of Financial Aid, Vanderlyn 105
Stone Ridge, NY 12484
financialaid@sunyulster.edu
845 687-5058

NOTICE OF HIRE FORM

This is to be filled out by the Supervisor or Contact Person for the Department

*The Financial Aid Office **must** receive this form in order to give a work authorization. Please be advised that student workers need to be registered for at least 6 credits and tutors need to be registered for at least 3 credits during the semester they are working. If you have any questions, please contact the Financial Aid office.*

Thanks!
The Financial Aid office
financialaid@sunyulster.edu
(845) 687-5058

.....

(Date)

The _____ Department/Office has agreed to hire
(Department)

_____ (Name of Student) (-- --) for the _____ semester
(Social Security #) (Semester)

at the hourly rate of _____ (minimum is \$10.40 as of January 1, 2018).

>To be charged from budget line _____ - _____ - _____ - _____
(must be filled in)

FOR FA Office Use
FWS _____
Student Aide _____
Intern _____

Office Location: _____

Office Supervisor: _____

Supervisor's Signature: _____

Please return this form to the Financial Aid Office, Room 105 Vanderlyn Hall. Thank you!