

MTSU Financial Aid Federal Work-Study Program Request for Department Transfer

Please Note:
You *must* submit this form in person to the Financial Aid Office and *must* get a new Assignment Sheet before the transfer can be processed.

Complete the following information and submit your request to the Financial Aid Office. You *must* bring the form in person to the Financial Aid Office (218 Cope Administration Building) and *must* meet with Barbara Sensing, the Federal Work-Study coordinator. For best results, email Ms. Sensing at bsensing@mtsu.edu to request an appointment.

Name: (Please print clearly!) _____ **Student ID:** M _____
Email Address: _____@mtmail.mtsu.edu **Phone:** (_____) _____
 Which semester do you wish to transfer? (e.g., "Spring 2011") _____

Use this form to request a department transfer only if you have a **Federal Work-Study award**; this form is *not* applicable for an academic scholarship which requires service hours. Your transfer will be official when you receive a new Assignment Sheet with the new department listed; you must meet with Barbara Sensing to receive a new Assignment Sheet.

Please Note: This form *must* be completed by the departmental supervisor, generally the department secretary; this may not be the supervisor for whom you work on a daily basis. Please check the department assignment letter you received in August, to determine who your departmental supervisor is.

Current Department <i>Please print clearly!</i>	Requested Department <i>Please print clearly!</i>
Dept. Name _____	Dept. Name _____
Dept. Supervisor _____	Dept. Supervisor _____
Email: _____@mtsu.edu Ext: _____	<i>Please remember that this must be the main supervisor for the Federal Work-Study Program, not a sub-supervisor!</i> Email: _____@mtsu.edu Ext: _____
Please allow the above student to transfer from my department to another service area.	Please allow the above student to transfer to my department from another service area.
Dept. Supervisor's Signature _____ Date _____	Dept. Supervisor's Signature _____ Date _____

Please Initial:

_____ I request that my Federal Work-Study placement be transferred from my current department to the above department.

_____ I understand that I must meet with Barbara Sensing to receive a new Assignment Sheet, before my transfer can be processed. Failure to submit the form in person and meet with Barbara will result in the denial of my transfer request.

_____ I understand that I must earn at least \$1000 by May 1 for the current academic year to be eligible for a Federal Work-Study award for the next academic year. You must additionally complete a FAFSA by February 1, must complete the verification process (if selected) by April 1, and must meet financial need requirements according to the FAFSA to be eligible for a Federal-Work-Study award next year.

Student Signature: _____ Date: _____

For Office Use Only Approved Denied Comments: _____
 Signature: _____ Date: _____
 RJASEAR RHACOMM New Assignment Sheet