**NOTE:** READERS/TUTORS may only be employed during the 9-month academic year & may be eligible for fee remission. The maximum number of hours a student is allowed to work when school is in session is 20 hours per week or 50% time. During the inter-session, students may work up to 40 hours per week or 100% time. Students must submit a timesheet for all hours worked and timesheet must be signed by their supervisor.

Special Instructions or Comments:

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APPROVAL:

Faculty/Department: ____________________________________

Department Chair: ____________________________________

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Business Office and/or MSO:

Initial Approval:

COMMMENTS: __________________________________________

COMMMENTS: __________________________________________

ON-LINE Input: ________________________________________