

# Student Wage Exception Form

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Hourly Rate Requested \_\_\_\_\_ Effective Date \_\_\_\_\_

Department \_\_\_\_\_ Dept. Phone # \_\_\_\_\_

## Job Duties & Responsibilities of Position for which Exception is Requested

---

---

---

---

---

## Qualifications of Student – Specify, in detail, student’s qualifications, to include education, work experience, etc.

---

---

---

---

---

\_\_\_\_\_  
**Signature of Department Head or Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Director of Personnel Services**

\_\_\_\_\_  
**Date**

*Instructions* – Fill this form completely and sign it, then take it to the Admin Services office, room 2177D. Attach an additional sheet if more space is needed in either the “Job Duties & Responsibilities” or “Qualification of Student” sections above.