



**Request for Approval to Exceed 20 hours per week
while Enrolled in Summer Session**

Montana Tech's Student Employment Policies and Guidelines state that summer student employees enrolled in a summer course cannot exceed 20 hours per week. An exception may be considered if enrolled in three (3) credits or less per summer session or up to six (6) credits for the full session. *Exceptions must be approved prior to beginning summer employment by submitting this form to the Student Employment Coordinator located in the Office of Enrollment Services, SSC 3.126.* Summer student employees not enrolled in summer session and those approved to exceed 20 hours per week while enrolled in summer session cannot exceed 40 hours per week.

Name: _____

Student ID: _____

Number of Credits Enrolled in for Summer 2020:

1st Session: _____ 2nd Session: _____ Full Session: _____

I understand that I am requesting approval to exceed 20 hours per week while enrolled in summer session. I understand that I am a student first and the purposes of student employment are to provide me with a source of financial support, furnish valuable work experience to complement my academic pursuits and help carry out the daily operations of the university. I believe that I will be able to maintain satisfactory academic progress while being enrolled in summer session and exceeding 20 hours per week of employment (up to 40 hours per week).

Student Signature: _____ Date: _____

Approvals:

Supervisor: _____ Date: _____

Student Employment Coordinator: _____ Date: _____