



Student Contract Labor (For Work)

In general, a student should be paid for work through the student hiring process or as extra help through Human Resources. If that is not an option, a student may be paid as an independent contractor through a Requisition. When submitting a requisition for contract labor for a student, the following information must be provided on this document in addition to completion of a Requisition.

Department Hiring Student(s): _____

Department Contact: _____

Phone #: _____ Email: _____

Type of work performed: _____

- *If the student is an international student, you must obtain the signature of International Engagement before the documents are forwarded to the Office of Student Financial Aid.*

Student name	UCA ID	Term	Payment Amount	International Student?	On Student Payroll?
Beary Bear	B00112233	Fall 18	\$500	No	No

Required Signatures

Department Official: _____ Date: _____

International Engagement: _____ Date: _____

Financial Aid Office: _____ Date: _____

Human Resources: _____ Date: _____

Office of Student Financial Aid

Harrin Hall Suite 200 | 201 Donaghey Avenue | Conway, AR 72035
501-450-3140 | FAX 501-450-5159 | finaid@uca.edu | uca.edu/financialaid