

**FEDERAL WORK-STUDY PROGRAM  
TERMINATION/TRANSFER FORM**

STUDENT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

LAST DATE OF EMPLOYMENT: \_\_\_\_\_

Type of action:  Transfer  Termination  Award Declination

Reasons for termination/transfer: \_\_\_\_\_ for

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\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Supervisor Signature Date

Student transfers must be requested within the first 6 weeks of employment.

A copy of the final time sheet and the employee evaluation are required.

Steps for termination:

1. First incident, complete reprimand form.
2. Second incident, complete final notice reprimand.
3. Third incident, termination form submitted.

Reasons for termination or transfer are required. In cases of serious misconduct, a letter detailing the incident must be attached. The student employee may be terminated immediately for serious misconduct. (See Student Employment Handbook)

Original – Student Employment Office  
Copies - Supervisor  
Student