THE UNIVERSITY OF ALABAMA

Student Employment Services

Federal Work Study Program
Request for Transfer/ Termination

Instructions: Please complete this form if your student is requesting a transfer or is being terminated from his/her work study job. Complete the form and send it to Student Employment Services using one of the methods listed below.

a) Intra-campus mail Box# 870162
b) FAX to 205-348-9515
c) Scan & Email to workstudy@ua.edu
d) Deliver to 106 Student Services Center

An Evaluation Form, can be found on the student Financial Aid website under the Work Study tab. This should be completed **by the supervisor** and placed in the student's payroll file in your office. It is the supervisor's responsibility to review the evaluation with the student prior to his/her departure when possible. The student should sign the evaluation and receive a copy for his/her records.

Contact our office at 348-2971 or by e-mail at workstudy@ua.edu if you have any questions.

Student Name:_____ **CWID:**_____

This student is being: _____ **Transferred** _____ **Terminated**

Current Employing Department:_____

Transfer Department (if applicable):_____

Date of transfer/termination:_____ **Last date student worked:**_____

Reason for transfer/termination (if further detail is needed please attach to back of this form):

_____

_____

_____

_____

_____ _____

Supervisor Signature Date Student Signature Date