

## Federal Work-Study Exit/Termination Notice

**Instructions:** Complete this document for each federal work-study student who is terminated from your department. *Note:* A termination notice is required for all college work-study employees *immediately* upon termination.

Name: \_\_\_\_\_

Supervisor/Title: \_\_\_\_\_

Organization/Unit: \_\_\_\_\_

Effective Date of Termination: \_\_\_\_\_

**Specify one of the following reasons for a student employee's termination:**

(\*) Please explain in comments section.

- Expiration of award (current academic year )
- Hired as non-federal work-study
- Student is terminated for personal reasons
- Student did not fulfill federal work-study requirements
- Excessive absences
- Misconduct/Insubordination \* (must complete comment section)
- Personality conflict \* (must complete comment section)
- Work unsatisfactory \* (must complete comment section)
- Involuntary \*(must complete comment section)
- Graduated \_\_\_\_\_
- Voluntary Resignation by Student on \_\_\_\_\_

Prior to final termination, was the federal work-study student served a written warning?

**Yes** or **No**

**Comments (include date student was notified of termination):**

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date:

\_\_\_\_\_