FEDERAL WORK-STUDY (FWS) ADJUSTMENT REQUEST

In order to terminate your current FWS job, we must have the following information before we can adjust your aid:

STUDENT NAME: _____________________________________________

STUDENT ID: ____________________________________________

EMPLOYER DEPARTMENT/AGENCY: ________________________________

REASON FOR ADJUSTMENT:  Check one box only!

☐ Terminate employment.

☐ Terminate current employment and find a new job.

☐ Terminate employment and request remaining funds from FWS award be transferred to a student loan (if eligible).

LAST DAY WORKED FOR ABOVE EMPLOYER: ____________________  (Actual Date)

TOTAL AMOUNT EARNED WITH ABOVE EMPLOYER: $ ________________ *

EMPLOYER SIGNATURE: ______________________________________

* Please note: amount above must be your total FWS earnings for the current academic year.

I understand that all of the information above must be completed in order for my FWS award to be adjusted.

I also understand that applying for new FWS jobs or applying for new or additional loans will be delayed until all the information requested on this form is provided.

Although you may submit this form now, we cannot make adjustments in the middle of a pay period. We will hold this request and process it when payroll is posted to the University system. This can take up to sixty (60) days.

Student Signature: ____________________________  Date: ________________

Student Telephone number: (___) ________________________________

RETURN THIS COMPLETED FORM TO THE STUDENT SERVICES COUNTER, IN LASSEN HALL LOBBY

Rev. 07/01/2014  WSREV 14/15