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  

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