FEDERAL WORK STUDY ADJUSTMENT REQUEST

In order to terminate your current Federal Work Study (FWS) job, we must have the following information before we can adjust your aid.

EMPLOYER – DEPARTMENT/AGENCY: ____________________________

REASON FOR ADJUSTMENT: Check one box only!

☐ Terminated employment
☐ Terminated current employment and found a new job
  ❖ New Employer (Department/Agency): ___________________________________
☐ Terminated employment and request remaining funds from FWS be transferred to a student loan (if eligible)

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

TOTAL AMOUNT EARNED WITH ABOVE EMPLOYER: $ ____________________________
  ❖ The above must be the total FWS earnings for the current academic year (08/26/19-05/14/20)

EMPLOYER SIGNATURE: ____________________________

❖ 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

RETURN THIS FORM TO THE STUDENT SERVICE CENTER

Certification Statement

By signing below I certify that all of the information reported is complete and correct.

_________________________________________  ______________________
Student Signature                        Date

(______) ____________________________
Student Telephone Number

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