

Financial Aid/Student Employment Office
103 Wilder Tower

Office: (901) 678-5774
FAX: (901) 678-5902

SEPARATION/TERMINATION FORM

Complete and return this form when a student is terminated from your department. If a student drops below half-time (i.e. 6 hours-UG, 5 hours-GR), withdraws, or graduates, the employee will be terminated by the close of the next pay period through the Student Employment Office.

U ID Number _____

Student's Name _____ SSN _____

Department Name _____ Index _____

Position No. _____ Last Date of Employment _____

PLEASE SELECT A SEPARATION/TERMINATION REASON:

_____ Assignment ended

_____ Change from Federal Work-Study Program to Regular Student Employment

_____ Change from Regular Student Employment to Federal Work-Study Program

_____ Enrolled for insufficient hours (dropped to less than half-time)

_____ Withdrawal from school

_____ Graduated

_____ Transfer to another department

_____ Unable to comply with hours

_____ Unsatisfactory performance

_____ Other _____

Signature of Supervisor

Date

Name of Supervisor (Print)