

# EAST CAROLINA UNIVERSITY

## Student Employment Office

### Federal Work Study (FWS) ~ Termination Form

**Instructions:** This form must be used to terminate any work study position. The student's supervisor must complete this form, prepare a FWS cumulative earnings report and return the originals to the ECU Student Employment Office (SEO). If the student wishes to continue working in a FWS position with a new department/agency, the student must notify the Student Employment Office of their intentions. A new hiring authorization form will be generated and the award amount will be revised to reflect how much the student can earn in the new position, prior to the student beginning the new position.

Student Name: \_\_\_\_\_ ECU/Banner ID: \_\_\_\_\_

This is to notify you that the above student has been terminated by this office from their Federal Work Study position. This termination is effective \_\_\_\_\_. This student may not, under any circumstances, continue working after the above-cited effective date.

This student has been terminated for the reason(s) checked below:

- \_\_\_\_\_ 1. Failure to meet Satisfactory Academic Progress Policy.
- \_\_\_\_\_ 2. Failure to attend an ECU student loan borrower's conference.
- \_\_\_\_\_ 3. Has received other assistance, that in conjunction with this job, would create an over award.
- \_\_\_\_\_ 4. Other (please specify): \_\_\_\_\_
- \_\_\_\_\_

It is the responsibility of the employing department to forward the FWS cumulative earnings report along with this form to the Student Employment Office (SEO). For assistance or questions, please call SEO at 252-737-4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu).

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept/Agency Name: \_\_\_\_\_ Ph#: \_\_\_\_\_