



University of Houston
College Work-Study Program
Termination Notice

Instructions: Complete this document for each college work-study employee who is terminated from your department. Return this document with the terminating PAR to: Scholarships Office, Rm. 23 E. Cullen (Mail Code SFA-2010). **Note:** A termination notice is required for all college work-study employees *immediately* upon termination.

Name: _____ SS#: _____ - _____ - _____

Department/Organization: _____

Effective Date of Termination: _____

Specify one of the following reasons for student employee's termination:

(*) Please explain in comments section.

- Expiration of award
- Hired as non-college work-study
- Student terminated for personal reasons
- Student did not fulfill College Work-Study requirements
- Excessive absences
- Misconduct/Insubordination * (must complete comment section)
- Personality conflict * (must complete comment section)
- Work unsatisfactory * (must complete comment section)

Prior to final termination, was the College Work-Study student served a written warning?

Yes or No (circle one)

Comments:

 Supervisor Signature

 Title

 Date