

UNA STUDENT EMPLOYMENT



Request to Change End Date

(Rev. 5/09)

Use this form to extend a student's current assignment or to terminate an assignment prior to the originally requested end date.

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Student Name: _____ SID: _____

Job Group: circle one SG (GA) SF(FWS) SU(UWS)

Budget Organization Code: _____

Position Number: _____

Old End Date: ____ / ____ / _____

New End Date: ____ / ____ / _____

Comments: _____

AUTHORIZATION: I request that this student's work study assignment be changed as noted on this form.

Funds are available in my department's work study budget to accommodate this request.

Department: _____ Phone: _____ Timesheet Approver Signature: _____

Cost Center Head Signature: _____ Date: _____

SFS APPROVAL: _____
COMMENT: _____

STUDENT FINANCIAL SERVICES

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