



FWS

SA

STUDENT EMPLOYMENT TERMINATION FORM

INSTRUCTIONS TO SUPERVISOR – Submit this Student Termination Form to the Student Employment Office in Financial Aid whenever a student employee terminates. The date of termination should be the last day the student employee worked or the last day of the semester, whichever comes first.

Rockville

Germantown

Takoma Park/Silver Spring

Fall 20__

Spring 20__

Summer 20__

The student(s) listed below should be terminated on the effective date(s) indicated below:

Student Name	Student M#	Termination Date	Termination Reason	Date student was notified	Work Program FWS or SA

Comments:

Supervisor Signature

Date

Supervisor Name

Date

Dept, Office or Agency Name

Department Org (6 digits)