



Financial Aid Office
 Student Employment Unit
 Harrison B. Wilson Hall, Suite 130
 700 Park Avenue, Norfolk, VA 23504
 (757) 823-8381

Student Employment Termination/Transfer Notice

Student Name:	
SSN: - -	
Phone: () -	
Current Supervisor:	
Department:	
Date:	
In accordance with suggested action by the Financial Aid Office, the above named student has been:	
<input type="checkbox"/> Terminated from employment Effective Date: <input type="checkbox"/> Transferred from employment Effective Date:	
Indicate the reason for termination or transfer:	
<input type="checkbox"/> Student requested transfer <input type="checkbox"/> Incompatibility <input type="checkbox"/> Disciplinary reasons <input type="checkbox"/> Other (please provide details)	
Student's Comments:	
Student Signature	
Date:	
Supervisor Signature	
Date:	

To be completed by students transferred from employment	
New Department:	Department Code:
Effective Date:	

Please allow 3-5 business days from receipt of this form for processing. Questions should be directed to Brenda Smith at 757-823-8953 or via email, brsmith@nsu.edu.