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

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|---|
| Student Name: |
| SSN: - - |
| Phone: ( ) - |
| Current Supervisor: |
| Department: |
| Date: |
| In accordance with suggested action by the Financial Aid Office, the above named student has been:<br>☐ Terminated from employment Effective Date:<br>☐ Transferred from employment Effective Date: |
| Indicate the reason for termination or transfer:<br>☐ Student requested transfer<br>☐ Incompatibility<br>☐ Disciplinary reasons<br>☐ 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 Shakehma Bonney at 757-823-8953 or via email, sbonney@nsu.edu.

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