



# Student-Off-Campus Separation Form

This form must be completed when a Work-Study employee resigns or is terminated before the semester ends. The agency is required to pay the student through the last day worked, complete this form and forward it, along with the enclosures listed below, to the Work-Study Office.

NOTE: This form is also required when Fall-employed students do not return to the agency in Spring.

Agency Name

Student's Name

UT EID

Reason for Separation:

Date of Resignation (two weeks notice is advisable)

Last Day Worked

Would you recommend this employer to other Work-Study employees?

Yes  No

Would you be willing to re-hire this student?

Yes  No

Last pay check received on

Please Explain:

Supervisor's Name

Title

Supervisor's Email

Phone

Supervisor's Signature

Date

**Student Enclosures:**

Final Timesheet  
Date of Last Paystub/Paycheck Receipt Form

**Employer Enclosures:**

Final Work-Study Timesheet  
Photocopy of Last Paystub  
Paycheck Receipt Form (if Paystub does not reflect check is direct deposited)  
Billing Statement

Submit this form via email to [Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)