



Student Employment Notice of Termination/

Please attach this form to the student's last timesheet and submit both forms to the Office of Student Financial Services when termination of employment occurs.

This form should be completed in triplicate (one copy for the student, employing department/office, and the Office of Student Financial Services).

Check one: Termination Separation

Complete the following information:

Student's Name: _____ Student ID#: _____

Last date of employment: _____

Reason for termination/separation:

Was the student in good standing as a student worker upon termination/separation? Yes No

Would you rehire this student? Yes No

Name of Department/Office: _____

Supervisor's Signature: _____ Date: _____

Lincoln University - Office of Student Financial Services - 820 Chestnut Street - 103 Young Hall - Jefferson City, MO 65101
(573) 681-6156 - (573) 681-5871 fax - financialaid@lincolnu.edu