Notice of Student Employee Separation
(Off-Campus Employers Only)

This form is intended to notify the Student Employment Office of a termination, and/or separation, of an off-campus work-study student. Please complete the information below and fax or email to the Student Employment Office at: 303.315.1835 or studentemployment@ucdenver.edu.

➢ Student Information

Student’s Name: ___________________________ Student ID#: ___________________________

Effective Date: ___________________________ Semester: ___________________________ Year: ___________________________

Terminated With Cause: Y / N

Reason: ____________________________________________


➢ Employer Information

Employing Department/Agency Name: ____________________________

Supervisor Name (Print Clearly): ____________________________

Contact E-Mail: ___________________________ Phone #: ___________________________

Comments: ____________________________________________


Supervisors Signature: ___________________________ Date: ___________________________

Revised 05/21/2015