

## 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](mailto: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: \_\_\_\_\_

**Student Employment Office**  
P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364  
Phone: 303.315.1842 Fax: 303.315.1835 Email: [studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu)