

Student Financial Aid Services
P.O. Box 444291
Moscow, ID 83844-4291
208-885-6312
FAX: 208-885-5592
EMAIL: finaid-workstudy@uidaho.edu

Student Name _____
Student ID # _____
Date _____

WORK STUDY JOB CHANGE REQUEST

Instructions for **students** wishing to change their work study job:

1. Review available jobs on-line at www.uidaho.edu/finaid/joblist
2. Write pertinent information about job selected:

Job Number _____

College or Department _____

New Supervisor's name (if known) _____

3. The reason for this job change is:

Area was full _____

Can not work enough hours _____

Scheduling conflict _____

Position didn't meet expectations _____

4. If you have worked **any hrs** at your current assignment, **take this form to your supervisor to complete requested information in the supervisor's section.** Return completed form to Financial Aid Services.*
5. If you have **not** worked you must **either** return the original referral sheet **or** the supervisor sign off below and return this form to Financial Aid Services.
6. Return to Financial Aid Services to pick-up your new Referral form the following working day after 2:00 PM.

Instructions for **current supervisor**:

1. Complete information below:

Job number _____

Last date worked _____

Last pay period # _____

Hrs. worked last pay period _____

Current pay period # _____

Hrs. worked current pay period _____

Supervisor Signature _____

Supervisor Phone# _____

*To expedite the processing of this change and the re-opening of the position being vacated, fax completed form to 885-5592.