WORK STUDY JOB CHANGE REQUEST

Instructions for students wishing to change their work study job:

1. Review available jobs online at https://vandalweb.uidaho.edu/PROD/ui_fa_ws.P_WSJobListing
   *If you have not worked and still have your blank referral form, please return it to us instead of this Job Change Request.
2. In VandalWeb, record hours worked for the current pay period. Provide a screenshot of your online timesheet with this request form.
3. We will remove you from the work-study position you previously selected. This allows you to pick a new one from the work-study job directory.
4. Return to the online job directory at https://vandalweb.uidaho.edu/PROD/ui_fa_ws.P_WSJobListing and select the position you want.
5. You will be able to pick-up a new Referral form in Student Financial Aid Services the day after you select a new position.

(NOTE: If your experience with the supervisor is the reason for this request, please consider telling Student Financial Aid Services. Your name will remain confidential.)

By signing this form I, ________________________, confirm that I:

- Have recorded all hours worked at my current work-study position.
- Give the Financial Aid office permission to reset my ability to select a job.
- Understand when I am removed from my position it will become available for another student to choose.

As a professional courtesy, we encourage you to notify your current supervisor you are changing your work-study position.

Student Signature: _______________________________ Date: ____________

Student ID#_________________