



Rust College Office of Financial Aid _____
 ygulledge@rustcollege.edu 662-252-8000 ext.4064
 150 Rust Avenue, Holly Springs, MS 38635

Student Work-Study Transfer Form

Note: A student is allowed to transfer once per semester for a legitimate reason. Students may not be placed on another job if he/she is transferred more than two times in one semester.

This is to certify that the Financial Aid Office is in the process of approving a transfer of work assignment as follows:

Section 1

THIS SECTION TO BE COMPLETED BY THE STUDENT

NAME OF STUDENT _____ STUDENT ID NUMBER _____

CLASSIFICATION _____ Today's Date: _____

Section 2

THIS SECTION IS TO BE COMPLETED BY THE CURRENT SUPERVISOR

Name of Supervisor _____ Department _____

Month student began Work Study: _____ Last date student worked: _____

Reason for Transfer (Check all that apply):

- _____ 1. Request by another department to serve another area.
- _____ 2. Request by the student to secure special training and experience.
- _____ 3. Inadequate skills for performing in this area.
- _____ 4. Time and class schedule conflict.
- _____ 5. Lifestyle and personal issues.
- _____ 6. Ineffective work habits.
- _____ 7. Lack of dependability and reporting to work on time.
- _____ 8. Other reason(s): _____

Signature of Current Supervisor _____ Date _____

Signature of Student: _____ Date: _____

Section 3

THIS SECTION TO BE COMPLETED BY THE NEW SUPERVISOR

Student's New Supervisor _____

Department: _____

Signature of New Supervisor _____ Date _____

Section 4

Work Study Coordinator's Signature: _____ Date: _____