



Student Employee - Separation Notice

INSTRUCTIONS: This form should be completed by the supervisor to notify Human Resources of student work assignments that will not be renewed and/or student employee separations that occur prior to the end of the work assignment/semester.

NOTE: Involuntary separations or recommendations for termination must be discussed with Human Resources prior to ending the work assignment.

Name: _____ CWID: _____

Department: _____ Campus: _____

Supervisor: _____ Account No.: _____

Last Day of Employment: _____

Please select one: Student Assistant Work-Study

Reason for Separation (select only one):

- Work Assignment Ended (non-renewal of assignment)
- Accepted other employment
- Failure to Report to Work
- Personal Reasons
- Relocation
- Concentrate on School
- Other (please specify) _____

IMPORTANT: Your CougarWeb username **will be changed** after your separation. We will notify you of your new username at the personal email address you provide below.

Personal email address (*required*): _____
(no CougarMail addresses)

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please send a copy of this form to Human Resources-Student Employment at CHEC (you may send it via interoffice mail, fax it to 972-985-3783, or email it to mfrancis@collin.edu).