NATIONAL LOUIS UNIVERSITY
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Student Employee Request for Transfer/Separation Form

_____ _____
Student's Last Name, First Name NLU ID#

_____ _____
Supervisor's Full Name & Extension Department & Campus Location

Supervisor Instructions: Please complete one of the following statements:

☐ The above named student has given me notice of his/her intention to resign from the student employment position with my department. The student's last day of work will be _____ - _____ - _____.

☐ The above named student is requesting a transfer. Students are eligible to transfer to another student employment position after being in their current position for at least a month. The student must give the supervisor a two week notice. You must also include the student employee evaluation with this form.

☐ I am hereby releasing the above named student from his/her student employee position because of the following reason(s):

_____

_____

The student's last day of work will be _____ - _____ - _____.

_____ _____
Supervisor's Signature **Date**

Student Instructions: Please write any comments in the space below. Read and sign the Student Certification below. Student Comments:

_____

_____

Transfer Information: Duration of Transfer (dates):_____ **to**_____
Requested Job Title: _____
Requested Department: _____

Student Certification

By signing this form, the student employee agrees that if due to a termination from this department, the Student Employment Office is under no obligation to approve any additional Student Employment Authorizations for the student. If the loss of the student's student employment or college employment position causes a balance to be owed the student is responsible for paying the balance.

Student's Signature: _____ Date: _____

Please Note: Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Student Employment program does not constitute bona fide National Louis University employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.