



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: \_\_\_\_\_