



**FEDERAL WORK STUDY PROGRAM
EMPLOYEE WRITTEN WARNING**

TO: _____
Student

FROM: _____
Supervisor

SUBJECT: Written Warning

DEPARTMENT: _____

DATE: _____

In addition to my discussion with you regarding the item(s) checked below, this communication serves as the last warning you will receive before being terminated as a work- study employee in the _____ Department/Division.

The reason(s) for this action is/are:

- ☐ 1. Failure to report to work as scheduled
- ☐ 2. Continued lateness
- ☐ 3. Failure to comply with the rules and regulations of the Department/Division
- ☐ 4. Poor Work Attitude
- ☐ 5. Violation of policies set forth by the Federal Work Study Program
- ☐ 6. Unsatisfactory performance
- ☐ 7. Other:

Supervisor's Signature _____

Date _____

Student's Signature _____

Date _____

Return original form to Financial Aid Services, Attn: Isis Umana Walters

FINANCIAL AID SERVICES– White Copy

SUPERVISOR – Yellow Copy

STUDENT – Pink Copy