



Office of Student Financial Aid
128 W.D. Funkhouser Building
Lexington, KY 40506-0054

859 257-3172
fax 859 257-4398

www.uky.edu

MEMORANDUM

TO: SUPERVISOR OF FEDERAL WORK-STUDY STUDENTS

FROM: FEDERAL WORK-STUDY Office

RE: **Job Transfer of FWS Student**

_____ is to be transferred from your department. For a student to change FWS jobs, he/she must be released from his/her current department assignment. Please note that once the student is released from your department, another FWS student may not be available to fill the position.

Please sign below to release the student from you department.

Supervisor's Signature

Department Name

Date

Please return form to Federal Work-Study Office
128 Funkhouser Building
Lexington, KY 40506-0054

Form: FWS Transfer Sheet