



Student Financial Aid Services

875 Perimeter Dr. MS 4291

Moscow, ID 83844-4291

Phone: 208-885-6312

Email: finaid-workstudy@uidaho.edu

WORK STUDY JOB CHANGE REQUEST

Instructions for students wishing to change their work study job:

1. Review available jobs online at https://vandalweb.uidaho.edu/PROD/ui_fa_ws.P_WSJobListing
*If you have not worked and still have your blank referral form, please return it to us instead of this Job Change Request.
2. **In VandalWeb, record hours worked for the current pay period.** Provide a screenshot of your on-line timesheet with this request form.
3. We will remove you from the work-study position you previously selected. This allows you to pick a new one from the work-study job directory.
4. Return to the online job directory at https://vandalweb.uidaho.edu/PROD/ui_fa_ws.P_WSJobListing and select the position you want.
5. You will be able to pick-up a new Referral form in Student Financial Aid Services the day after you select a new position.

(NOTE: If your experience with the supervisor is the reason for this request, please consider telling Student Financial Aid Services. Your name will remain confidential.)

By signing this form I, _____, confirm that I:
(Print Your Name)

1. Have recorded all hours worked at my current work-study position.
2. Give the Financial Aid office permission to reset my ability to select a job.
3. Understand when I am removed from my position it will become available for another student to choose.

As a professional courtesy, we encourage you to notify your current supervisor you are changing your work-study position.

Student Signature: _____ Date: _____

Student ID# _____