University of Central Missouri
Office of Student Financial Services
P.O. Box 800
Warrensburg, MO 64093-5178

Phone 660-543-8266
FAX 660-543-8080
Web: www.ucmo.edu/sfs

Request to Reduce or Cancel a Work-Study Earnings Allotment

2019/2020

UCM use only

WSRC1

_____ 700 | | | | | | |
Student's Name (please print) UCM ID Number

Please take the following action regarding the **Federal Work-Study earnings allotment** I was offered:

☐ **Cancel** my allotment for the following period (mark only one):

☐ 2019/2020 School Year ☐ 2019 Fall Semester
☐ 2020 Spring Semester ☐ 2020 Summer Session

My last day of work was (or will be) _____

Reason for cancellation: _____

_____

☐ **Reduce** my allotment for the following period from $ _____ to $ _____

☐ 2019/2020 School Year ☐ 2019 Fall Semester
☐ 2020 Spring Semester ☐ 2020 Summer Session

Reason for this reduction: _____

_____

I understand that the UCM Office of Student Financial Services is required to report changes in my Federal Work-Study earnings allotment to any agency or organization external to UCM who is **also** providing me financial assistance.

Student's Signature _____ Date _____

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Total amount this student will have earned for the above period: $_____

Total hours this student will have worked for the above period: _____

Supervisor's Signature _____ Date _____

Complete and submit this document to the UCM **Office of Student Financial Services** in person (1100 Ward Edwards Bldg.) or by mail (University of Central Missouri, Student Financial Services, P.O. Box 800, Warrensburg MO 64093-5178), or by fax (660-543-8080).

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