



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

WORK-STUDY STUDENT CORRECTIVE ACTION FORM

Last Name:

First Name:

T-Number:

Department:

Notice #:

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Date:

The college work study programs are funded through federal and state monies, as such. Texas Southern University must comply with federal and state regulations which govern these programs to maintain its eligibility. Staying in compliance with federal and state regulations takes diligence on the part of the Financial Aid Work Study Coordinator and the participating supervisors. As a work study employee, you must represent the university in a professional manner and abide by the same policies as any employee. You, the student, have agreed to abide by all program requirements either stated within this document or within the *College Work Study Student's Manual*. **A student will only be allowed a total of three (3) citations per academic year.** You have been cited for the following items as noted below:

1. Excessive Tardiness (attach copy of time sheet and indicate specific dates)
2. Excessive Absences (attach copy of time sheets and indicate specific dates)
3. Failure to submit web time entries on or before the due date/time
4. Falsifying time
5. Unsatisfactory performance
6. Other:

Please consider this a notice of corrective action and a warning. Failure to adhere to the rules and regulations in the work study programs or that of the university can lead up to termination of employment. Please acknowledge your understanding of this notification by signing below.

Comments:

Student Signature Date

Work-Study Coordinator Date

Supervisor Signature Date

Supervisor Print Name T-Number

Updated: 25APR2012

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004