

**Work Study Service Corps  
TERMINATION REPORT**

Community Service  
355 Baker University Center  
1 Park Place  
Athens, Ohio 45701  
Phone: 593-4007  
Fax: 593-0223

- Procedure:
1. Fill out Hiring Report
  2. Save document as "Termination\_OrganizationName\_date.pdf"  
Example: Hiring\_HabitatforHumanity\_1.21.09.pdf
  3. Send document as an attachment to oucommunityservice@gmail.com

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Community Organization \_\_\_\_\_

Contact Person/Work Study Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Number of Positions Awarded \_\_\_\_\_ Date \_\_\_\_\_

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Title of Position \_\_\_\_\_

Student Terminated: Name \_\_\_\_\_

Comments/special circumstances:  
\_\_\_\_\_  
\_\_\_\_\_

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Title of Position \_\_\_\_\_

Student Terminated: Name \_\_\_\_\_

Comments/special circumstances:  
\_\_\_\_\_  
\_\_\_\_\_

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Title of Position \_\_\_\_\_

Student Terminated: Name \_\_\_\_\_

Comments/special circumstances:  
\_\_\_\_\_  
\_\_\_\_\_