

# Employer Verification Form

For Late Withdrawals, Student Record Adjustment, and Refund Requests

## GENERAL INFORMATION

Students seeking a record adjustment or refund for employment reasons must submit this form to their employer for completion. This form is used to verify a change in work schedule that directly conflicts with the student's class schedule, as required by the employer.

## STUDENT INFORMATION

*To be completed by the student.*

UVID \_\_\_\_\_ Name \_\_\_\_\_

I authorize the release of my employment records and information to Utah Valley University to provide information relevant to my request.

➔ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMPLOYER VERIFICATION

*To be completed by the supervisor or HR department.*

**Company/Institution/Organization Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Have you or has your organization required a work schedule change that now conflicts with this student's class schedule such that a late withdrawal or retroactive adjustment to their records after established deadlines is appropriate?

**Yes**

**No**

**Comments:**

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## EMPLOYER INFORMATION AND SIGNATURE

*To be completed by the supervisor or HR department.*

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

➔ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_