

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**

Effective Date of Change: _____ **Semester:** _____

Comments:

EMPLOYER INFORMATION AND SIGNATURE

To be completed by the supervisor or HR department. Note that the UVU Registrar's Office may contact you to verify the authenticity of the information provided.

Printed Name: _____ **Title:** _____

➔ **Signature:** _____ **Date:** _____