



WICHITA STATE
UNIVERSITY

NOTICE OF RETIREMENT

Acceptance of Offer to Participate in Voluntary Separation Incentive Program (VSIP)

Personal Information			
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Home Address:			
	<i>Street Address</i>		<i>Apt./Unit #</i>
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Submitted Date of WSU Separation: December 26, 2020			
Appointment Information			
Job Title:			
Department / Unit:		Supervisor:	
Annual Base Budgeted Salary:			

By signing below, I confirm I have read, understand, and agree to the following:

- **I WILL RETIRE FROM THE WICHITA STATE UNIVERSITY ON DECEMBER 26, 2020. I AGREE THAT I CANNOT LATER REVOKE MY RETIREMENT AS THE UNIVERSITY WILL MAKE DECISIONS RELATED TO FINANCES, ACADEMIC SERVICES AND STAFFING BASED UPON THIS NOTICE.**
- I confirm I have read and understand the Wichita State University Voluntary Separation Incentive Program for Retirement (VSIP) Guidelines. Those guidelines are available at: www.wichita.edu/VSIPGuidelines
- I understand that I am no longer considered eligible for future merit increases.
- I understand that I continue to be subject to all applicable University codes, rules and regulations, policies, and procedures until I retire.
- I understand I have been approved to participate in the VSIP program and I must complete appropriate forms and information, including a Separation Agreement with Waiver and Release, before I am entitled to receive any benefits from the VSIP program.
- I understand that my approval to participate in the VSIP program is not approval for distribution of retirement funds through KPERS or the KBOR Mandatory Retirement Plans, which are subject to specific and separate eligibility requirements.
- I understand that I am receiving a copy of a Separation Agreement with Waiver and Release and that it is my choice whether to sign the agreement and accept its terms.
- I understand that the University is advising me to review the Separation Agreement with Waiver and Release with an attorney and a tax advisor of my choosing.
- I understand that if I do not sign the Separation Agreement, or if I revoke the Separation Agreement within 7 days of my signature, I will not be eligible to receive any benefits from the VSIP program

(including the monetary payout) but if I meet Retirement Eligibility, as defined and further described on the [HR Total Rewards website](#), Wichita State University will continue to treat me as retired and I will continue to receive all benefits I am entitled to as a retiree from Wichita State University.

Employee Signature

Date

SAMPLE