

Biochemistry/Microbiology Work Study Program Information for Students

Work Study is funded by the University of Victoria and is designed to provide on campus work experience for students requiring financial assistance. University of Victoria students who demonstrate financial need will be eligible to participate in the Work Study Program.

The objectives of the program are:

- * To provide financial assistance for students who have demonstrated financial need.
- * To provide students with career related job experiences wherever possible.

The number of positions available is limited and therefore there is no guarantee of job placement for any student who qualifies to participate in the program. **Students may be hired and work in only one position at a time.** Jobs under the program are administered according to internal policies and procedures established by the University of Victoria.

Student Eligibility:

Students wishing to be considered for a Work Study position must meet the eligibility requirements.

- * Work Study participants must be full-time students with financial need. For undergraduate students, registration in at least 4.5 units (3 units for students with permanent disabilities) for credit in each term constitutes full-time status for the purpose of this program. If students drop below full-time status at any time between September and April, they are not eligible for the Work Study Program.
- * As eligibility is based on demonstrated financial need, students must complete a Work Study Application which can be printed from http://registrar.uvic.ca/safa/documents/WSAPPLICATION12_13.pdf (also available on notice boards near general office (Petch 207) and lobby near teaching labs on the 1st floor of Petch).
- * Submit the completed Work Study Application to Student Awards & Financial Aid for assessment anytime after August 15 (2ND Floor, University Centre).
- * Allow 3 working days for processing, and then return to Student Awards & Financial Aid with photo identification to find out if you are eligible to participate in the Work Study program.

If you are eligible, you will receive a Work Study Authorization form, which is your ticket to participating in the program. Students assessed with less than 20 hours of eligibility will not receive an authorization form.

Your Work Study Authorization form will direct you to the Student Awards and Financial Aid - Work Study website, where all Work Study positions will be posted beginning September 4 <http://registrar.uvic.ca/safa/workstudy/wsjobpostings.html>.

POSITIONS ARE ALSO POSTED ON THE STUDENT NOTICE BOARDS NEAR THE BIOCHEMISTRY/MICROBIOLOGY GENERAL OFFICE (PETCH 207), LOBBY ON THE 1ST FLOOR NEAR THE TEACHING LABS, AND ON THE DEPARTMENT'S WEBSITE.

The first possible day of employment on any Work Study position will be September 4.

***Important Note** - All students must have a valid Social Insurance Number before commencing work in a Work Study position. Please contact Service Canada for information and application procedures. Their website address is: <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>.

Rate of Pay is \$11/Hour

STUDENT FINANCIAL AID:

<http://registrar.uvic.ca/safa/workstudy/wsstudentsinfo.html>