

TO: DEPARTMENT HEADS
FROM: Lori Hunter, Director, Student Awards and Financial Aid
DATE: May 1, 2023
RE: **2023/2024 WORK STUDY PROGRAM - CALL FOR PROPOSALS**

The 2023/2024 Work Study Program runs from September 6, 2023 to April 26, 2024.

Departments are encouraged to create opportunities for students to participate in experiential learning and research activities, as part of their programs and in accordance with the Strategic Framework for the University of Victoria. The Work Study Program supports this goal by providing departments with funding to hire eligible domestic and international students, with financial need, into part-time positions. Participants have the opportunity to develop the skills, abilities and attributes that support academic and personal success, lifelong learning, as well as leadership and social responsibility.

Department administrative officers, secretaries, chairs, directors, and heads are asked to forward a copy of this memo to all interested parties within their department. The deadline to submit proposals to Student Awards and Financial Aid is **June 5, 2023**.

To submit a project proposal and to learn about the policies and procedures of the program, please:

- Visit our website at <https://www.uvic.ca/registrar/safa/work-study/supervisors/index.php>
- Carefully read the Supervisor Information
- Follow the [Step-by-Step Guide](#)

All required forms for your proposal submission can be found [here](#).

Proposal submissions received after the deadline date cannot be considered.

Work Study Students and BC Employment Standards Act Paid Sick Days

It is the hiring Department and Supervisor's responsibility to educate themselves about paid sick leave legislation in the BC Employment Standards Act. Questions should be directed to the UVIC HR consultant for their department. Any sick days indicated on work study time sheets will reduce the amount of hours available in the position. There is no additional funding available through the Work Study Program to cover statutory holidays or sick days.

Questions? For more information, please contact:

Maria Ferreira, Work Study Assistant: wstudy@uvic.ca or 250-721-8424
Debra McIldoon, Financial Aid Officer: finaidofficer1@uvic.ca or 250-721-8426.

Sincerely,



Lori Hunter

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