

TO: DEPARTMENT HEADS
FROM: Lori Hunter, Director, Student Awards and Financial Aid
DATE: April 29, 2024

RE: 2024/2025 WORK STUDY PROGRAM - CALL FOR PROPOSALS

The 2024/2025 Work Study Program runs from September 4, 2024 to April 25, 2025.

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 Plan 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 jobs. 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 **May 27, 2024**.

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 funding allocation is based on available funding, student enrolment and historical usage of funds. There is no guarantee that all job proposals will be funded nor will funding for any department or job be the same from one program year to the next.

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 your department. Any sick days indicated on work study time sheets will reduce the hours available for the job. 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 Program Assistant: wstudy@uvic.ca or 250-721-8424

Debra McIldoon, Financial Aid Officer: finaidofficer1@uvic.ca or 250-721-8426.

Sincerely,



Lori Hunter
Director, Student Awards and Financial Aid Office
of the Registrar and Enrolment Management
Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC, Victoria BC V8W 3P2 Tel
250-721-8425
safadirector@uvic.ca
www.uvic.ca/registrar