

Work Study Program GUIDELINES AND INFORMATION FOR STUDENTS

To be eligible for TRU Work Study, domestic students must be enrolled in a minimum of a 60% (full-time) course load, maintain a 2.00 GPA and demonstrate financial need by completing an online assessment or be on an approved Canada Government loan.

- Complete and submit the Work Study paper application. If student is NOT on a government student loan, it is mandatory that a student also complete and submit a General Bursary Application, located in the MyTRU (Student Resources Tab) Student Awards & Financial Support area- **Award Application**.
- A Student Finance Advisor will then assesses the student's financial need and indicate on an Eligibility Form how many hours they may work (max. 240 hrs for the year). Status in MyTRU will indicate as 'pending' if eligible & the Eligibility Form can be picked-up from the Student Awards & Financial Support Office by the student.
- Students with a Work Study Eligibility Form can then contact the supervisor of a desired position for an interview. The WS roster of positions is posted on a bulletin board outside the Student Awards & Financial Support Office and on the Career Education Departments Simplicity website.
- If hired, please have the Eligibility Form completed and signed by the supervisor of the position. Return the signed Eligibility Form to the Student Awards & Financial Support Office and make an appointment with a student Finance Advisor to complete payroll/HR paperwork. Please bring a void cheque with you to your appointment.

Students must not begin work until after advisor appointment