



Work-Study Fall 2017

Part-time Employment Opportunities for UNBF Students



Work-Study is a subsidized work program designed to assist financially needy students with the high costs associated with post-secondary study. The program will also provide students with an opportunity to gain valuable skills/experience in an **on-campus, part-time employment** situation. Work-Study positions are 10 hours per week, **\$13.02** per hour.

Due to the limited number of available positions, program eligibility will not guarantee employment.

Eligibility is restricted to full-time UNB **undergraduate and graduate** students with **demonstrated** financial need. Students must also be in good academic standing (GPA of 2.0 and over from the most recent assessment year) to be eligible for program consideration.

VIEW available Work-Study positions on-line **Friday, August 18th, 2017**, at [Career Development and Student Employment Centre \(Neville Homestead\)](#).

MANDATORY Step-by-Step Application Process:

Step 1: CONTACT the Financial Aid Office at **453-4796** between **Tuesday, September 5th - Thursday, September 21st, 2017**, to set up an appointment for a **“Financial Assessment”** to determine program eligibility. Needs Assessment Application is available at the Financial Aid Office.

Step 2: COMPLETE Resume and Cover Letter Writing Workshop by September 22, 2017. To secure your seat, please register at <http://www.unbtls.ca/events/>. Review the [Workshop Schedule](#) for dates and times. You may also review the Event Calendar by month to review upcoming workshops.

Step 3: SUBMIT your resumes and cover letters **on-line under D2L, Free Course section, UNB Work Study program Fall 2017**, no later than September 22, 2017, by 4 p.m. You can apply to a maximum of eight positions.

Step 4: HIRING DEPARTMENT will contact those selected for an interview.

DEADLINES:

#1 Financial Assessment-THURSDAY, SEPTEMBER 21, 2017, by 4 p.m.
Financial Aid Office, **First Floor, Jones House (26 Bailey Drive), Telephone 453-4796**

#2 Resumes and Cover Letters- FRIDAY, SEPTEMBER 22, 2017, by 4 p.m.
Career Development & Employment Centre, **Neville Homestead, Telephone 453-4620**

WORK-STUDY FINANCIAL ASSESSMENT PROFILE

Please complete the budget below to demonstrate financial need (attach Temporary/Financial Assessment from your Provincial Student Aid Department verifying loan/bursary award(s)).

| | | | | | |
|-----------------------|-----------------------|--------------------|-----------------------|--------------------|---|
| Name: _____ | | Student No.: _____ | | SIN# _____ | |
| DOB: (dd/mm/yr) _____ | E-Mail Address: _____ | Faculty _____ | Year in Program _____ | GPA (recent) _____ | International Student: <input type="checkbox"/> <input type="radio"/> Male <input type="radio"/> Female |

STUDENT RESOURCES (September 2017 – April 2018)

| | |
|--|-----------------|
| Savings (carried forward from summer) | \$ _____ |
| Expected student earnings from non-work study employment (2017/18 academic year) | \$ _____ |
| Family/parental resources | \$ _____ |
| Scholarships, Trust Funds, other | \$ _____ |
| Canada Student Loan | \$ _____ |
| Provincial Student Loan | \$ _____ |
| Provincial Bursary (if applicable) | \$ _____ |
| Canada Student Grant | \$ _____ |
| TOTAL RESOURCES | \$ _____ |

STUDENT EXPENSES (September 2017- April 2018)

| | |
|--|-----------------|
| Tuition and Fees (academic year) | \$ _____ |
| Books (academic year) | \$ _____ |
| Rent | \$ _____ x 8 |
| Utilities | \$ _____ x 8 |
| Food | \$ _____ x 8 |
| Residence (academic year if applicable) | \$ _____ |
| Local Transportation \$ _____ + Return Transportation (if applicable) \$ _____ | \$ _____ |
| Miscellaneous (entertainment, laundry, etc.) | \$ _____ |
| Other (daycare, child care costs, etc.) | \$ _____ |
| TOTAL EXPENSES | \$ _____ |
| TOTAL EXPENSES – TOTAL RESOURCES = NEED | \$ _____ |

My signature certifies that the information provided above is true to the best of my knowledge.

Signature _____

Date _____

Please sign, print application and return in person to the Financial Aid Office by Thursday, September 21st, 2017 (4.00 p.m.)