



Work-Study Winter 2018



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, **\$13.12** 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 from **December 11th, 2017 - January 12, 2018**, 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, January 2nd - Thursday, January 11th, 2018**, to set up an appointment for a **“Financial Assessment”** to determine program eligibility. Needs Assessment Application is available at the Financial Aid Office.

PLEASE NOTE: If you have completed **Step 1** and **Step 2** in the Fall 2017, please skip to **Step 3**.

Step 2: COMPLETE Resume and Cover Letter Writing Workshop by Friday, January 12th, 2018. To secure your seat, please register at <http://www.unbtlc.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 resume and cover letters **online under D2L, Free Course section, UNB Work-Study Program Winter 2018**, no later than January 12th, 2018. 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, JANUARY 11th, 2018, by 4 p.m.
Financial Aid Office, **First Floor, Jones House (26 Bailey Drive)**, Telephone 453-4796

#2 Resumes and Cover Letters- FRIDAY, JANUARY 12th, 2018, 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, January 11th, 2018 (4.00 p.m.)