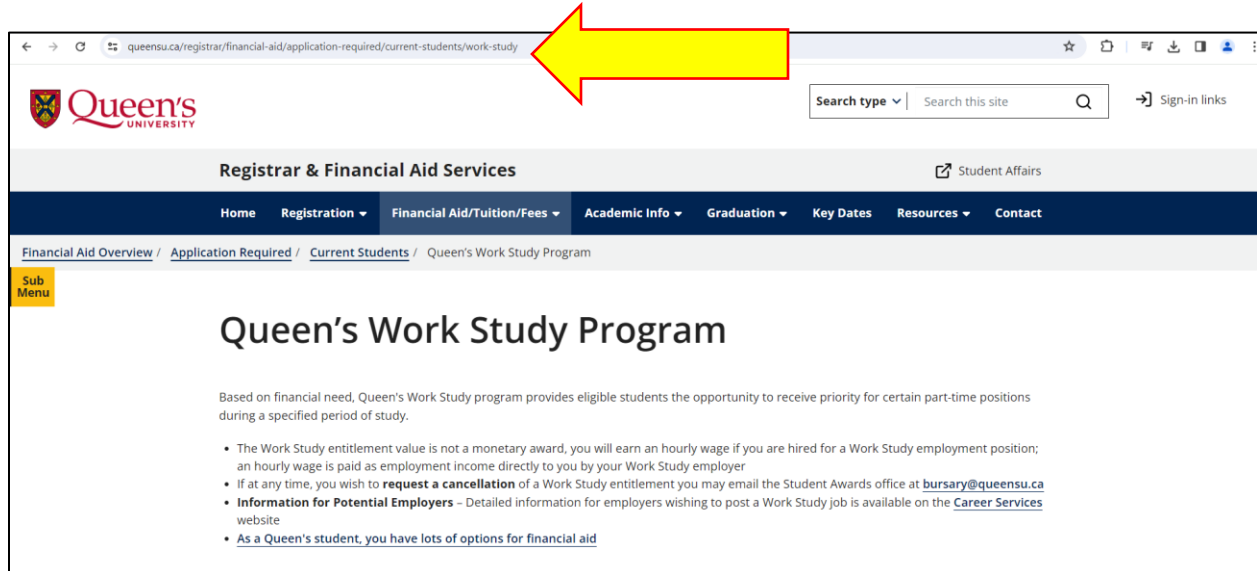


Work Study Approval Instructions

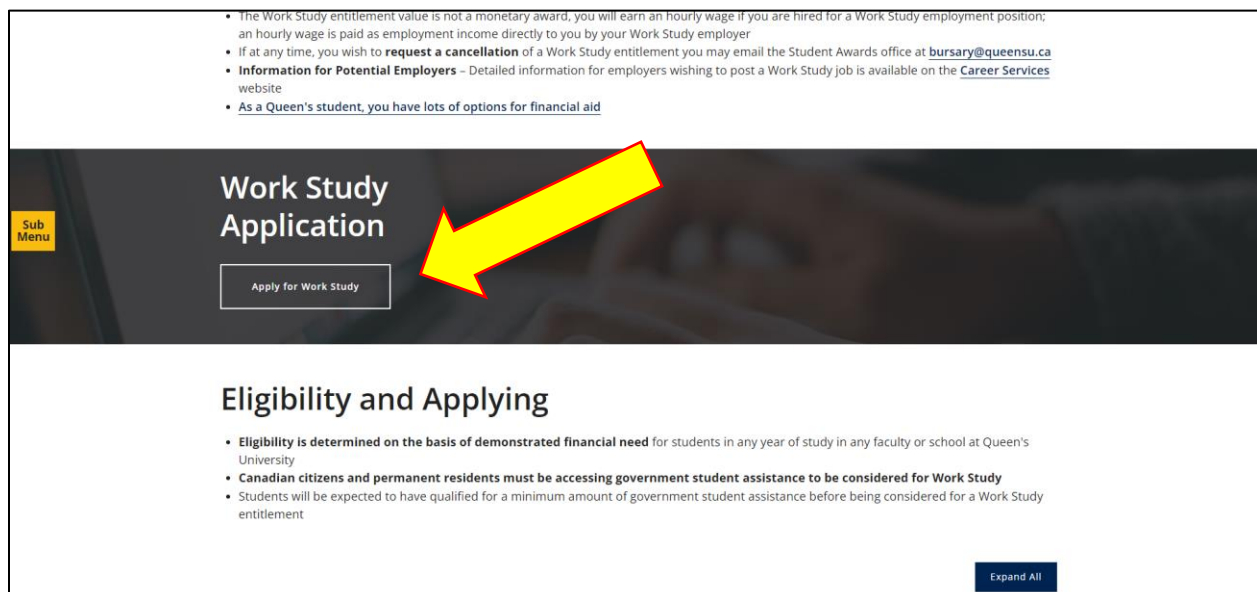
Step 1: Go to the [Queen's Work Study Program](#) webpage



The screenshot shows the Queen's University Registrar & Financial Aid Services webpage. The browser address bar displays the URL: queensu.ca/registrar/financial-aid/application-required/current-students/work-study. A yellow arrow points to this URL. The page header includes the Queen's University logo and navigation menus for "Registrar & Financial Aid Services" and "Student Affairs". The main content area features the title "Queen's Work Study Program" and a list of bullet points:

- The Work Study entitlement value is not a monetary award, you will earn an hourly wage if you are hired for a Work Study employment position; an hourly wage is paid as employment income directly to you by your Work Study employer
- If at any time, you wish to **request a cancellation** of a Work Study entitlement you may email the Student Awards office at bursary@queensu.ca
- **Information for Potential Employers** – Detailed information for employers wishing to post a Work Study job is available on the [Career Services](#) website
- [As a Queen's student, you have lots of options for financial aid](#)

Step 2” Scroll down and click "Apply for Work Study" button



The screenshot shows the "Work Study Application" page. A yellow arrow points to the "Apply for Work Study" button. The page includes a list of bullet points:

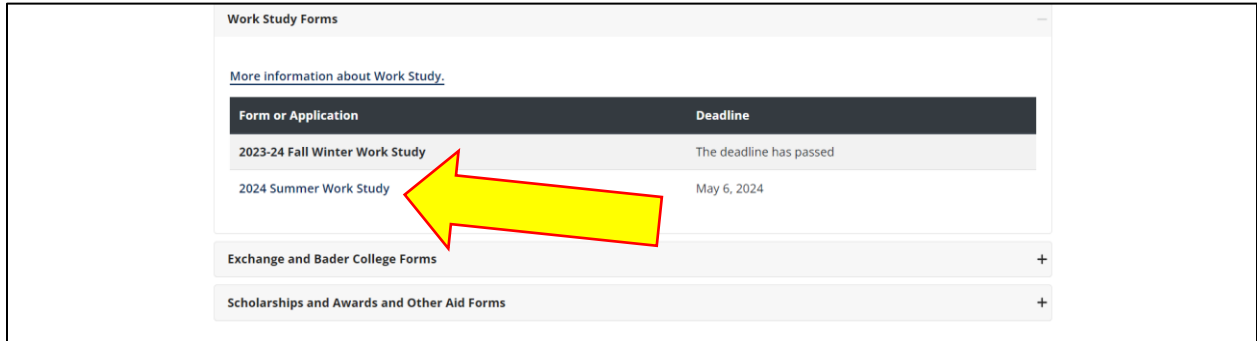
- The Work Study entitlement value is not a monetary award, you will earn an hourly wage if you are hired for a Work Study employment position; an hourly wage is paid as employment income directly to you by your Work Study employer
- If at any time, you wish to **request a cancellation** of a Work Study entitlement you may email the Student Awards office at bursary@queensu.ca
- **Information for Potential Employers** – Detailed information for employers wishing to post a Work Study job is available on the [Career Services](#) website
- [As a Queen's student, you have lots of options for financial aid](#)

Below the button, the section "Eligibility and Applying" is visible, with a list of bullet points:

- **Eligibility is determined on the basis of demonstrated financial need** for students in any year of study in any faculty or school at Queen's University
- **Canadian citizens and permanent residents must be accessing government student assistance to be considered for Work Study**
- Students will be expected to have qualified for a minimum amount of government student assistance before being considered for a Work Study entitlement

An "Expand All" button is located at the bottom right of the page.

Step 3: Select "2024 Summer Work Study" under "Work Study Forms" drop down



Step 4: Complete application form

The screenshot shows the application form interface. At the top is a green banner with the following text: *information collected will be used by the Office of the University Registrar to assess your eligibility for needbased student financial assistance. Information regarding the results of the need assessment may be reported to the Ministry of Training, Colleges and Universities . In addition to external reporting requirements, the information will also be used for internal planning and statistical analysis. For more information, please contact the Office of the University Registrar, Student Awards, Queen's University at (613) 533-2216.*

Below the banner, the user is greeted with "Hi, [redacted] When you submit this form, the owner will see your name and email address." and a note that certain fields are required.

The form is titled "Student Information" and contains three required fields:

1. Student Number * [input field with placeholder "Enter your answer"]
2. First Name * [input field with placeholder "Enter your answer"]
3. Last Name * [input field with placeholder "Enter your answer"]