

Lakehead University Work Study Program (Fall/Winter) Cost to Employ a Student

The Lakehead University Work Study Program (LUWSP) for the fall/winter terms provides part-time employment opportunities to [eligible undergraduate students](#) during the academic year.

Please find below the maximum subsidy per term (includes wages and the related employer costs, applied against their hourly rate as 75% of the current minimum wage) and the work term dates. Employer budget codes will be charged the total payroll costs and the subsidy will be reimbursed after reconciliation in late April/May.

Important Changes:

- [Request to Hire \(RTH\)](#) - submitted or approved before requesting a position (includes [RTH for Fund 50](#) research funds).
- Students can work a maximum of 40 hours between August 24 – September 30 (no exceptions).
- If the student is paid the minimum wage for the entire period, the suggested number of hours is 216 for subsidy.
- If the student works less than the hours listed below, the subsidy will be prorated.
- **IMPORTANT!** If you are interested in offering a student more than minimum wage and/or additional hours over the maximum hours listed below, it is at the employer’s expense and **advanced approval** by the [department’s respective Vice-President](#) must be received prior to requesting a LUWSP position.
- **Work Term:** August 23, 2026 to March 6, 2027
- ***NEW*** Claim Subsidy & More: Complete the [Work Study Program google form](#).

Hourly Min Wage as of Aug 23 rd	14.59% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (75% of Total Cost/hr)	Cost to Department
\$17.60/hr	\$2.57/hr	\$20.17/hr	\$15.13/hr	\$5.04/hr
Hourly Min Wage as of Oct 1 st	15.00% Benefits* (incl 4% Vac Pay) * estimate	Total Cost/Hour	LUWSP Subsidy (75% of Total Cost/hr)	Cost to Department
\$17.95/hr	\$2.69/hr	\$20.64/hr	\$15.48/hr	\$5.16/hr

2024/25			Fall Term Only	Winter Term Only	Fall & Winter Term
Term Dates	Aug 23 - Sept 30	Oct 1 - Dec 23	Aug 23 – Dec 23	Jan 2 - Mar 6	Aug 23 – Mar 6
# of hours per week @ min wage	8	8		8	8
Maximum # of hours @ min wage	5 weeks 40 hours	12 weeks 96 hours	17 weeks 136 hours	10 weeks 80 hours	27 weeks 216 hours
Additional Hours Allowed	No	Yes	Yes	Yes	Yes
Cost	\$806.80	\$1,981.44	\$2,788.24	\$1,651.20	\$4,439.44
Subsidy- 75%	--	--	\$2,091.18	\$1,238.40	\$3,329.58
Employer Cost- 25%	--	--	\$697.06	\$412.80	\$1,109.86

When completing the staff information form, enter the minimum wage into the rate of pay field and check the box for 4% vacation pay. Note the LUWSP Job ID number in the remarks field.

Should you have any questions, please contact Cheryl Ellis at cellis@lakeheadu.ca.