Lakehead University Work Study Program (Spring/Summer)
Cost to Employ a Student

The Lakehead University Work Study Program (LUWSP) for the spring/summer terms provides **full-time** employment opportunities to eligible undergraduate students.

Please find below the maximum subsidy (includes wages and the related employer costs, applied against approximately 40% of the minimum wage) during the work term dates. Employer budget codes will be charged the total wages/payroll costs. All hours will be included in the subsidy calculations if hours submitted or a *MyLateTimecard* is received within 2 weeks of the work term end date. The subsidy will be reimbursed after reconciliation in mid to late October.

Important Changes:
- **Request to Hire (RTH)** - submitted or approved before requesting a position (includes Fund 50 research funds).
- Subsidy is based on 480 hours at minimum wage (based on 30 hours/week for 16 weeks) for the work term.
- If the student works less than 480 hours, the subsidy will be prorated.
- IMPORTANT! If you are interested in offering a student more than minimum wage and/or additional hours over 480 hours, it is at the employer's expense and **advanced** approval **by the department's respective Vice-President must be approved for the RTH.**
- **Work term: April 20 to August 22, 2026 (18 weeks)**

Minimum Hourly Wage	14.57% Benefits (incl 4% Vac Pay)	Total Cost/Hour
$17.60/hr	$2.56/hr	$20.16/hr

Max # of Hours	Total Cost for 480 hours	LUWSP Subsidy for 480 hours	Cost to Employer for 480 hours
480	$9,677	$4,350	$5,329

When completing the staff information form, enter the student's hourly wage into the rate of pay field and check the box for 4% vacation pay (included in benefits above) in addition to the quoted rate of pay. Please note the LUWSP Job ID number in the remarks field.

Thank you for your interest in this program. Should you have any questions or concerns, please contact me or Melanie Oakes, Associate Registrar, Student Awards and Financial Aid.

Regards,
Cheryl Ellis
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