



Lakehead
UNIVERSITY

Office of
**Student Awards
and Financial Aid**

Lakehead University Work Study Program

How to Claim Subsidy & More

Use this form to report hiring a student, a student that quit or was terminated, extend the application deadline, update your RTH status or cancel your job request.

[Click here to go to the Work Study Program Google Form](#)

Please have the following information handy to complete the Work Study Program google form:

- Work Study Job Supervisor
- Supervisor email address
- Department/Office
- Job Posting ID# (found on MySuccess portal)
- Job Posting Title (found on MySuccess portal)
- Total number of positions approved
- Status of Job >Choose one of the following:
 - Hired a student; student quit; student didn't work out; extend application deadline; cancel job request
 - **Hiring:** Student ID, name, campus; type of work; rate/hour; number of hours per week; budget code; Upload PFD > Student's personalized Work Study Program Confirmation of Eligibility document
 - **Student quit or was terminated:** Student name/ID#, first & last day of work; reason
 - **Extend Application Deadline:** date and time to close (review this document if your posting has not yet expired: [MySuccess - How to Create & Edit a Job Posting](#))
 - **RTH Status:** RTH number & status
 - **Cancel Job Request:** reason why cancelling

Finally, there is an opportunity to leave additional information or comments if needed.

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