



Tuesday, May 20, 2025.

Hello colleagues,

We are reaching out to share an important update related to the Work Study program.

The University budget for the Work Study program has benefited from external funding and carry forward for the past several years. This allowed for more positions to be approved. These funds are no longer available, which means that the Work Study program budget has returned to its original allocation. As a result, in 2025-26 there will be position approval reductions across the program and previously approved positions are not guaranteed.

As you consider the roles you plan to put forward for the upcoming Fall-Winter Work Study session, we encourage you to consider the ways in which your position aligns with the [goals of the Work Study program](#).

In terms of preparation for the Fall-Winter session, you will receive more details and resources early next week. In the meantime, we would like to flag the following timelines:

- Supervisor Position Submission Period: May 26 – June 16, 2025
- Student Application Period: August 14 – September 22, 2025
- Supervisor Hiring Period: August 14 – October 6, 2025

Sincerely,

Work Study Governance

Frequently Asked Questions

Updated July 2025.

What is Work Study?

The Work Study program is the University of Toronto's **largest co-curricular Work Integrated Learning program**, and it is regularly reviewed to incorporate enhancements to better support students, faculty and staff.

The program offers thousands of **paid on-campus work integrated learning** positions annually that provide students with an opportunity to deepen knowledge, strengthen skills, gain direct work experience, and translate their academic learning to career possibilities.

In addition to these opportunities, students receive recognition for their Work Study experience through the Co-Curricular Record (CCR). Work Study opportunities integrate learning and reflection through structured goal setting, ongoing support from the supervisor, access to professional development modules to clarify values and skills, and the program limits the hours a student can work to encourage the balance responsibilities of both studies and work.

The Work Study program has **two sessions each year**: Summer and Fall-Winter:

- Summer: students can work up to 15 hours per week to a maximum of 100 hours
- Fall-Winter: students can work up to 15 hours per week to a maximum of 200 hours

Who is eligible?

Student Eligibility: Open to all students

Summer 2025 Course Load:

- Undergraduate students must be enrolled in at least 0.5 FCE (full course equivalent)
- Graduate students must be registered for the summer session

Fall-Winter 2025-26 Course Load:

- Undergraduate students must be enrolled in at least 2.0 FCE (full course equivalent)
- Graduate students must be registered for the fall and winter sessions

Students do not have to be OSAP eligible to participate in the Work Study program.

Who coordinates the Work Study program?

The program is facilitated through a tri-campus Governance. It is jointly sponsored by the Office of the **Vice-Provost, Students**, the Office of the **Vice-Provost, Innovations in Undergraduate Education**, and the Office of the **Vice-Provost, Strategic Enrolment Management**, and the program is **coordinated by the tri-campus career service units**. The University Registrar's Office

(VPSEM) is responsible for managing the Student Financial Aid Reinvestment Fund (SFAR), which includes a specific budget allocation for the Work Study program.

What is the difference between the two program streams?

The Work Study program has two pathways for engagement:

- The **Work Experience** stream is designed to support students in developing and articulating workplace skills and competencies and in building workplace experience and knowledge. These positions are supervised by staff, faculty or librarians and include opportunities to explore and reflect on how academic studies connect to workplace competencies and how the Work Study experience translates to career possibilities.
- The **Research Experience** stream is designed to support students in locating and participating in faculty-led research opportunities. These positions provide students with the opportunity to undertake or support a research project under the direction of a faculty member and involve the application of foundational methodologies and / or theories within a research field. They also include opportunities to explore and reflect on how academic studies connect to workplace competencies and how the Work Study experience translates to career possibilities.

What is the 2025-26 Fall-Winter Timeline?

Submit Work Study Position(s)	May 26 – June 16
Position Review Period	June 16 – July 23
Position Approval Confirmation	July 24
Supervisor Job Editing Period	July 25 – August 5
Student Application Period	August 14 – September 22
Supervisor Hiring Period	August 14 – October 6
Letter of Offer & Hiring Deadline	October 6
Employment Period (start – end)	First day of classes – March 28, 2026

What is the Work Study rate of pay and what is the costing model?

The Work Study pay rate as of October 1, 2025, is \$17.60/hr reflective of the provincial increase to minimum wage. Work prior to October 1 will be compensated at the previous rate of \$17.20/hr. Supervisors may offer a higher wage but are responsible for covering additional costs at 100%.

Work Study positions receive central funding to cover 70% of the Work Study pay rate plus the 10.50% benefits. The hiring department pays the remaining 30% of the Work Study pay rate and 10.50% benefits. Students do not have to be OSAP eligible to participate in the Work Study program.

Maximum hours for student wages are 100 hours for the Summer session (May through August) and 200 hours for the Fall-Winter session (September – March).

Program Budget Restabilization: why less funding this year?

The University determined budget for the Work Study program has restabilized and is predicted to *remain static for the next five budget years*. The program benefited from external and carry forward funding for the past several years. This allowed for more positions to be approved from 2021 through 2024. These **funds are no longer available**, which means that the Work Study program budget has returned to its original allocation. As a result, in 2025-26 there will be position approval reductions across the program, and previously approved positions are not guaranteed.

How many positions will be approved and funded this year?

In 2025-26, the Work Study program is **limited to approximately 2600 vacancies** across both summer and fall/winter sessions. The program will not be able to support the annual 5000-6000+ student opportunities it has for the last several years given the budget restabilization.

The budget allocation for 2025-26 allows for:

- Summer session: approx. 1100 vacancies (unique opportunities) approved
- Fall/Winter session: approx. 1500 vacancies (unique opportunities) approved

In comparison to the 1500 opportunities this fall/winter, the program served several thousand last fall/winter. This was supported by external and carry forward funding which is no longer available.

We recognize the significant impact this reduction has on students and the broader University community. We share in the concern about this impact. Given these constraints, it will be important for departments and supervisors to explore alternative strategies and plans.

Are there other ways I can hire students and support students' career and experiential learning?

You may consider hiring a co-op student through U of T Co-op. Students are available for 4, 8, 12 or 16-month opportunities. More details can be found on the U of T [Co-op website](#). To connect directly with the U of T Co-op team, please email hireuoft@utoronto.ca or submit [an inquiry form](#).

Another option is to explore opportunities available with the See U of T program. Please visit <https://wdw.utoronto.ca/seeuoft> for more information.

Job Review Process: how is the job review conducted, and what principles will be used to inform the decision-making process?

The Job Review process is conducted twice annually, once positions are submitted by the community for each session (Summer & Fall/Winter).

While the job review process is not new, given the budget restabilization a set of principles were leveraged to ensure equitable distribution of positions per the program budget allocation, including proportional representation by campus enrolment, a divisional balance, and adherence to the [work integrated learning framework and program goals](#).

Work Study positions must not be essential to a unit's core operations. Instead, they should be designed to support student learning and development. While Work Study students can bring valuable contributions to programs and services, units should not rely on them to meet critical operational needs.

How are submissions prioritized in the review process?

There is no priority in the review and approval process for specific programs, departments, or academic divisions, nor for previously approved positions. The program allocation reflects an equitable distribution of positions across the University, including proportional representation by campus enrolment, a divisional balance, and adherence to the [work integrated learning framework and program goals](#). Unfortunately, given the budget restabilization and program capacity, many worthy positions and valuable opportunities will not be approved.

Can I get details about why my position was not approved?

A high position submission volume and a commitment to equitable funding distribution — by campus enrolment, divisional balance, and [program goals](#) — meant not all requests for 2025-26 could be accommodated. The program budget allocation for 2025-26 can support approximately 2600 vacancies across both summer and fall/winter sessions. The program will not be able to serve the annual 5000-6000+ opportunities it has for the last several years given the budget realities.

While we cannot provide individual feedback on declined positions, we want to acknowledge and share your concern that many valuable opportunities may not be approved given the current budget constraints. The program remains committed to ensuring a fair and equitable process.

Is it possible to self-fund my Work Study position?

Unfortunately, the program is not currently able to offer a self-funded option for Work Study positions. However, the program's governance partners are continuing to explore future administrative and financial pathways that could help create meaningful student opportunities and support hiring needs across the University.