

## Work Study Assistance Program: Co-op/Internship Employment

*This application is for domestic students securing a full-time Co-op/Internship position with a Sheridan Work Study employer while enrolled in a post-secondary program at Sheridan.*

Visit [workstudy.sheridancollege.ca](http://workstudy.sheridancollege.ca) for eligibility criteria.

If your enrollment or employment status changes after your application is processed, you must notify your employer and the Financial Aid and Awards Office.

All communications will occur via your **Sheridan student email account**.

**This application must be submitted along with your Confirmation of Employment from the Co-op Office.**

**Send these documents from your Sheridan student email account to [workstudy@sheridancollege.ca](mailto:workstudy@sheridancollege.ca)**

### To be completed by student

Last Name:

Legal First Name:

Student Number:

Are you a Canadian Citizen, Permanent Resident, or Protected Person?

Do you have an OSAP funding assessment in the 2020/2021 academic year?

Have you applied for student aid from a Province/Territory other than Ontario in the 2020/2021 academic year?

If approved for Work Study, I will participate in an application for the Student Work Placement Program (details below)

*If you do not have a funding assessment from OSAP or student aid from another Province/Territory in the 2020/2021 academic year, you must complete the attached budget.*

#### Student Declaration:

##### 1. Work-Study Assistance Program

I certify that, to the best of my knowledge, the information that I have provided on this application is true and correct and that I require additional financial assistance to complete my studies at Sheridan College. My academic progress is satisfactory, and I agree to notify the Financial Aid Office in writing, of any changes in my academic course load, financial, or study term status during the period covered by this application. I authorize the release of the information contained in this application to those parties involved in the review process for Work Study.

##### 2. Student Work Placement Program

I understand that upon approval for Work Study, my Sheridan employer will be applying for additional funding through the Student Work Placement Program (SWPP). I agree to participate in this application process and undertake to do the following:

- Monitor my Sheridan email daily and respond promptly to requests from SWPP organizations (e.g., Technation-Career Ready or ICTC – WIL-Digital).
- Provide proof of my Canadian citizenship, permanent residency or refugee status, and an electronic copy of my transcript.
- Participate in the completion of learning plans and follow up evaluations as required.
- Respond promptly to correspondence from Sheridan representatives who are coordinating funding applications.

Student Signature

Date

**To be completed by employer before submission to the Financial Aid and Awards Office**

**Department:**

**Confirmation Recipient:** (Employer the WS decision should be emailed to)

**Note:** If you are applying for WS and SWPP funding, your student will be paid by CIL and CIL will recoup the funds.

**Budget Form**

Fill out the budget for the current academic year starting from September 1, 2020 to August 31, 2021.  
Applications will not be processed with \$0 resources.

**PROJECTED RESOURCES**

	Monthly Amount	Time Period	Total
<b>Personal</b>			
Savings before paying Fall 2020 student fees/expenses			
Parental Assistance <i>*Including RESP</i>		X12 mos	
Spousal Assistance		X12 mos	
Employment Income <i>*Not including Work Study position</i>		X12 mos	
Child Support		X12 mos	
<b>Student Assistance</b>			
Sheridan Scholarships, Bursaries, and Awards	September 2020 – August 2021		
External Awards	September 2020 – August 2021		
Sponsorship			
<b>Government Income</b>			
Social Assistance		X12 mos	
Disability Assistance		X12 mos	
Employment Insurance		X12 mos	
Second Career Government funding program			
<b>External Financial Assistance</b> <i>*Amounts used toward school</i>			
Credit Card(s)		X12 mos	
Line of Credit		X12 mos	
Student Bank Loan(s)		X12 mos	
Other Resources: explain below		X12 mos	
<b>Total Resources (A)</b>			

Other Resources:

**PROJECTED EXPENSES**

	Monthly Amount	Time Period	Total
<b>School</b>			
Student Fees	September 2020 – August 2021		
Books	September 2020 – August 2021		
Supplies and Equipment	September 2020 – August 2021		
<b>Housing</b>			
Residence/Rent		X12 mos	
Utilities <i>Gas, Hydro, Water</i>		X12 mos	
Cable/Internet		X12 mos	
<b>Personal</b>			
Cell/Home Phone		X12 mos	
Clothing		X12 mos	
Personal Products		X12 mos	
Transportation <i>To/From School</i>		X12 mos	
Food <i>Groceries/Eating Out</i>		X12 mos	
Child Care <i>Daycare, Child Expenses</i>		X12 mos	
Laundry		X12 mos	
Other Expenses: explain below		X12 mos	
<b>Total Expenses (B)</b>			

Other Expenses:

**Total Resources (A) – Total Expenses (B) =**