

*****Do not complete the application until you have read the following*****

NOTE: This is NOT an application for employment – it is an application to establish ELIGIBILITY

PURPOSE OF THE PROGRAM:

The iCanWork and the Ontario Work-Study Program (OWSP) provide part-time, on-campus employment to students whose financial needs have not been fully met by the Ontario Student Assistance Program (OSAP).

Work-Study is not intended to replace OSAP or provide emergency funding; it is to act as a supplement to other larger resources.

STUDENT ELIGIBILITY CRITERIA:

Eligibility for the program does not mean a job is guaranteed!

Students **cannot** hold more than one position SIMULTANEOUSLY in any given academic year.

To be CONSIDERED for participation in Work-Study, a student must:

- ❶ Have applied for OSAP for this academic year.
- ❷ Be an Ontario resident as defined by OSAP.
- ❸ Be enrolled for the Fall/Winter term at Canadore College.
- ❹ Be in good academic standing.
- ❺ Have unmet financial need with which the program can reasonably assist, beyond OSAP & other available resources.

HOURS OF WORK:

Students are not scheduled for more than 10 hours per week between September 2011 and April 2012 and the **maximum earnings possible for the academic year is \$2,000**. All Ontario Work Study students must maintain registration in at least 60% of a full course load in both terms, or 40% if registered with the AccessAbility office. It is the responsibility of the student to inform the Financial Aid Office if he/she drops below these levels.

APPROVALS:

Your application will be reviewed and you will be notified of your eligibility status via your Canadore e-mail account within 1 week. **Once you receive this confirmation, attach a copy of it to your resume and submit it to the supervisor listed on the job posting(s) you are interested in.**

APPLICATION REQUIREMENTS:

A detailed explanatory letter **MUST** be attached to this application if any of the following situations apply to your financial aid information:

- 1. Your OSAP entitlement is \$0.
- 2. There are special circumstances that limit the support provided by your family or spouse.
- 3. There has been a sudden change in your individual or family situation.

Students who apply and are refused by OSAP can apply for Work-Study, but are expected to demonstrate a serious financial need with which the Work Study program can reasonably assist. Students must provide an explanation as to why the assumed resources are unavailable.

Complete the budget (Section 5) for the study period beginning the first week of classes and ending the last week of exams. Students registered for only one term should estimate for four months of expenses.

Married students should indicate total spousal income (after compulsory deductions) for eight months under "Family Contribution" on the budget form. Total family expenses should be provided.

PROTECTION OF PRIVACY

The information on this form is collected under the authority of the Ontario Colleges of Applied Arts and Technology Act. Canadore College uses relevant personal information on this form to administer scholarships, bursaries, awards, loans, work study and OSAP for the purposes of determining eligibility, verifying the application and calculating entitlements. The personal information may be disclosed to employees of the college, donors, the federal government, and ministries of the Ontario government for the purpose of notification and verification of the application of any award. If you have any questions about the collection, use and disclosure of this information, please contact the Financial Aid Office, Canadore College, 100 College Drive, North Bay, ON P1B 8K9, 705-474-7601, ext. 5214.

SECTION 1 – PERSONAL INFORMATION

Surname

First Name

Social Insurance Number

Student Number

Telephone Number

mycanadore e-mail address

Marital Status: Single Married/Common Law Divorced/separated/widowed

Number of dependents (if any) residing with you full-time during the study period _____

SECTION 2 – ACADEMIC INFORMATION

Program of Study (e.g. Dental Assistant, Aircraft Maintenance, etc.) _____

I am in year 1 2 3 of a 1 2 3 year program (circle).

I am/will be registered in 60% or greater of a full course load (over the Fall/Winter)
 less than a 60% course load, as a registered AccessAbility student

I am on academic probation yes no (if yes, you are ineligible to apply)

SECTION 3 – FINANCIAL AID INFORMATION

Please read the cover page to determine if you need to attach an explanatory letter.

Have you applied for OSAP assistance for the 2010/2011 academic year?

No Please ensure that you submit an OSAP application as soon as possible. Your work study application will not be considered until your OSAP application has been processed. Students are expected to utilize all resources available to them prior to accessing work study.

Yes If yes, but you have not yet received the results, please indicate the date that you applied for OSAP. _____

SECTION 4 – FAMILY INFORMATION

You **must** complete this section only if you are married/living common-law. If the financial support provided by your or spouse is severely restricted, please attach a letter explaining why.

Gross 2010 annual income (line 150 - before deductions) as filed with Canada Customs and Revenue Agency:

Spouse: \$ _____

Number of dependent children in your family _____

Number in your immediate family attending a post-secondary institution full-time _____

SECTION 5 – BUDGETComplete only if you were not approved for OSAP. Refer to first page for direction.**INCOME/RESOURCES FOR SCHOOL YEAR/TERM**

Bank Balance at beginning of school period (ie. 16 wks prior to start date)				\$ _____
Parents Contribution to Education				\$ _____
Relatives Contribution				\$ _____
Trust Funds/Bonds/RESPs				\$ _____
Bank Loan/Line of Credit (must attach copy of agreement)				\$ _____
Spouse's Gross Income during your academic year	\$	x__ months =		\$ _____
Part-time Employment (during academic year)	\$	x__ months =		\$ _____
Government Income - EI, Native Sponsorship, ODSP, CPP, Child Tax Benefits, etc.	\$	x__ months =		\$ _____
OSAP (or other Provincial) loan/grant for this academic year				\$ _____
Bursaries or Scholarships for this academic year				\$ _____
Other Income (please specify) _____				\$ _____
TOTAL INCOME/RESOURCES				\$ _____

LIVING EXPENSES FOR SCHOOL YEAR/TERM

Tuition				\$ _____
Books and Equipment				\$ _____
Rent/Mortgage	\$	x__ months =		\$ _____
Food/Personal (ie. toiletries)	\$	x__ months =		\$ _____
Basic Telephone/Internet	\$	x__ months =		\$ _____
Heating/Electricity	\$	x__ months =		\$ _____
Child Care (unsubsidized)	\$	x__ months =		\$ _____
Transportation (<u>Do not</u> include vehicle payments, insurance or maintenance)	\$	x__ months =		\$ _____
Medical/Dental (your costs-must attach copy of bill)	\$	x__ months =		\$ _____
Clothing/Laundry	\$	x__ months =		\$ _____
Entertainment	\$	x__ months =		\$ _____
Other (please specify)	\$	x__ months =		\$ _____
TOTAL EXPENSES				\$ _____
NEED (Subtract total expenses from total income/resources)				\$ _____

SECTION 6 – DECLARATION

I certify that I have read the accompanying cover page and that the information presented above and in any additional letter I may provide is true and fairly represents my financial situation. I also understand that should I receive a Work Study position, I must report this income to OSAP and any income received under the program could reduce my OSAP entitlement.

DATE: _____ SIGNATURE OF STUDENT: _____

False information will result in the cancellation of this application and participation in the program.

OFFICE USE ONLY

Approved	Denied	Comments _____
<input type="radio"/> OWSP	<input type="radio"/> OWSP	_____
<input type="radio"/> iCanWork	<input type="radio"/> iCanWork	Approval date _____