

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:

NUwork 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 Nipissing University.
- ❹ Not be on academic probation.
- ❺ Have unmet financial need with which the program can reasonably assist, beyond OSAP & other available resources.

HOURS OF WORK:

Students are normally not scheduled for more than 10 hours per week between September and April 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. It is the responsibility of the student to inform the Student Awards & Financial Aid Office if he/she drops below 60% course load.

APPROVALS:

Applications will be reviewed starting September 3. For applications received after this date, students can expect to hear the results of their application within approximately two weeks of the date of application. **Notifications will be sent to Nipissing University email addresses.** It is ok if you apply for jobs in which you are interested while awaiting notification of your eligibility.

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 6) for the eight month 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 Nipissing University Act, 1992. The University 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 university, 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 Student Awards & Financial Aid Office, Nipissing University, 100 College Drive, North Bay, ON P1B 8L7, (705) 474-3450 ext. 4297.

SUBMIT THE ATTACHED APPLICATION TO THE STUDENT FINANCIAL SERVICES OFFICE (F216)
Nipissing University, Box 5002, 100 College Dr., North Bay, ON P1B 8L7 FAX: 705-474-5295

SECTION 5 – BUDGET

Read the cover page of the application to ensure that the budget is properly completed.

FINANCIAL RESOURCES:

Savings from summer	\$
Previous savings (including all investments, bank balance, etc.)	\$
Net Earnings during study period (if you are already working part time)	\$
Family contributions (parents, spouse, etc.)	\$
OSAP (If you have not yet received the results, leave blank. If \$0, please see the Application Requirements section on the cover page for required documentation details.)	\$
Government assistance (C.P.P., F.B.A., etc. – monthly amount X 8 mos.)	\$
Scholarship / Fellowship / Bursaries	\$
Other (specify – eg. bank loan, line of credit): _____	\$
TOTAL RESOURCES	\$

EXPENSES:

Total tuition and compulsory fees		\$
Books / supplies / equipment		\$
Rent / residence costs	\$ _____ x 8 months	\$
Utilities / phone/ internet	\$ _____ x 8 months	\$
Food & Household costs	\$ _____ x 8 months	\$
Transportation (Note: Do <u>not</u> include vehicle payments, insurance or maintenance)	\$ _____ x 8 months	\$
Medical / dental costs (you pay)	\$ _____ x 8 months	\$
Recreation / entertainment	\$ _____ x 8 months	\$
Miscellaneous personal (shampoo, soap, etc.)	\$ _____ x 8 months	\$
Clothing & laundry	\$ _____ x 8 months	\$
Childcare expenses (unsubsidized)	\$ _____ x 8 months	\$
	TOTAL EXPENSES	\$

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, 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"/> NUwork	<input type="radio"/> NUwork	Approval date _____ MTCU Code _____