Seneca

Work Study Employer Information

Please complete and submit this form via email to workstudy@senecacollege.ca.

- The form must be submitted at least two weeks before the end of each term.
- One form must be submitted per department.

Employer Contact Information:

The contact information provided below will receive ALL Work Study updates, including the reimbursement report for the following term, and the combined total sum the department will be reimbursed for its approved students.

Name of Employer: _____ **Email:** _____

Position Title: _____ **Extension:** _____

Department: _____ **RC charged to:** __ __ __ __ __ – __ __ __ __ __ __

If for any reason, a student **does not complete the full period of employment**, I will notify the Financial Aid Administrator.

Signature of Employer: _____

PLEASE NOTE: All work study applications will begin to be processed after day 10 of the semester. Processing time is 2 weeks from when the student submits their application online through Student Center.

Select term in which the students listed below were employed by your department: ☐ Fall ☐ Winter ☐ Summer

Student #	Student's First Name	Student's Last Name	Department	Student Position Title

PLEASE NOTE: This list must be done per term. If the list is not received via email at workstudy@senecacollege.ca at least two weeks prior to the end of each term the students will not be eligible for the Work Study Program.