

## EMPLOYMENT ON CAMPUS ASSESSMENT

The information collected on this form is collected for the Ministry of Training, Colleges and Universities, and will be shared only with the College's OSAP office. All students employed through this program will receive a T4 from St. Lawrence College.

OFFICE USE ONLY	
Approved:	
Date:	

### PHILOSOPHY OF THE STUDENT EMPLOYMENT ON CAMPUS PROGRAM

St. Lawrence College is able to offer income assistance in the form of employment on campus. The intention of this program is to assist students who are experiencing financial hardships during their school year.

First Name: Jane	Last Name: Doe
Student Number: 1122334	SIN: 123 456 789
Address: 66 Tutor Road	Apt No.: 1
City, Town, or Post Office: Home Address	
Postal Code: Home Postal Code	Telephone Number: Current Telephone #

OFFICE USE ONLY	
Job ID:	
Job Title:	
Est'd Hours/Week:	

### ELIGIBILITY FOR STUDENT EMPLOYMENT ON CAMPUS PROGRAM

- Must be registered and attending classes
- Demonstrate a financial need
- A student in good standing with the college
- Must be in good academic standing
- Eligibility is for only the maximum allocated hours

### THE COLLEGE RESERVES THE RIGHT TO:

- Request receipts or invoices to substantiate any or all expenditures being claimed on the student's budget
- Request copies of official or legal documentation in connection with this application
- Refuse to consider an application if it is not completely filled out, or not legible
- Refuse assistance due to poor attendance or poor academic performance

### ELIGIBILITY ASSESSMENT - PART A

Are you working part-time/full-time outside the Campus?  No  Yes

Expected earnings during the school year:

### PERSONAL DATA

Gender: <input checked="" type="radio"/> Female <input type="radio"/> Male	Marital Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married/Common-law <input type="checkbox"/> Sole-support	Number of children living with you during the school year: <input type="text" value="0"/>	Are you legally entitled to work in Canada? <input checked="" type="radio"/> Yes <input type="radio"/> No
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Citizenship Status: <input checked="" type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident/Protected Person <input type="checkbox"/> International	Are you currently receiving OSAP or any other Provincial Student loan? <input checked="" type="radio"/> Yes <input type="radio"/> No
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Campus: <input checked="" type="checkbox"/> Kingston <input type="checkbox"/> Brockville <input type="checkbox"/> Cornwall	Semester of Study: 1 2 3 4 5 6 7 8 9 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	% of Full Course Load: <input checked="" type="radio"/> Full-time <input type="radio"/> Part-time
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Current Program Name:

Job Posting Title:

**PLEASE COMPLETE THE FOLLOWING:**

Living Costs & Study Resources – Complete all sections, 1 through 4 below.

Base your monthly costs on a typical month during your academic year - most programs run September to April (8 months).

\*\* Please enter number of Months During the Study Period:  (eg: September to April = 8 months)

1. Basic Accommodation and Living Costs (Monthly)		2. Discretionary Costs (Monthly)	
Rent	715.00	Monthly Credit Card Payments	50.00
Phone and/or Cell	80.00	Clothing	60.00
Cable / Internet	20.00	Insurance Costs / Bank Fees	50.00
Hydro / Utilities		Car Maintenance / Insurance	200.00
Medical / Dental (not covered by Student Health Insurance)		Entertainment / Eating Out	100.00
Travel / Commuting Costs	150.00	Pet Care / Pet Food	
Child Care		Other Monthly Expenses Please identify:	
Food	187.50		
Laundry	10.00		
Personal Toiletries	10.00		
<b>Subtotal: Accommodation &amp; Living Costs</b>	<b>\$1,172.50</b>	<b>Subtotal: Discretionary Costs</b>	<b>\$460.00</b>

3. Total Study Costs for the Current School Year		4. Study Resources for the School Year	
<b>TOTAL LIVING COST</b>	<b>\$13,060.00</b>	Savings (current bank balance)	
Tuition and Compulsory Fees	3,330.49	Off-campus estimated employment income	
Books and Supplies	650.00	Contribution from spouse or parents	1,800.00
One-time Exceptional Expenses (i.e.: computer, printer, etc.) Provide details:		OSAP or other Provincial Student Loan	9,500.00
		Bank Student Line of Credit	
		Employment Insurance	
		Government Benefits (i.e.: CPP, ODSP)	
		Second Career Funding	
		Other (Support Payments)	
<b>Total Study Costs</b>	<b>\$17,040.49</b>	<b>Total Resources</b>	<b>\$11,300.00</b>

<b>Total Monthly Living Cost = Subtotal Accommodation &amp; Living Costs + Subtotal Discretionary Costs</b>	<b>\$1,632.50</b>
<b>TOTAL LIVING COST FOR STUDY PERIOD = Total Monthly Living Cost x Months During Study Period</b>	<b>\$13,060.00</b>

**Student's Declaration**

I give consent for OSAP staff to utilize this information and to access my academic records for the purpose of assessing my candidacy for employment. I understand that if I'm in receipt of OSAP funding, I do not need to claim this income on my OSAP application, and that the OSAP staff will update my account on my behalf. I understand that my employment is considered to be under probationary terms until my assessment form is reviewed and approved. Further I declare I have given complete and true information on this form.

Signature of Student: \_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_

First Name: Jane

Last Name: Doe

Student Number: 1122334

SIN: 123 456 789

Based on the information you have provided above, you have a financial need of  If negative, please contact the Student Employment Coordinator to discuss further at 613-544-5400 x.1368 or e-mail at StudentEmployment@SL.ON.CA.