

Seneca Employers

Version 12

Published 2/8/2022 by [Gerald Encabo](#) Last updated 4/15/2024 5:07 PM by [Valarie Simmons](#)

If you're an employer, please take a moment to read the following instructions:

- Download and complete the [Ontario Work Study Application Form](#). Send the completed form to workstudy@senecapolytechnic.ca. This form must be submitted at least two weeks prior to the end of the term. See below for further details regarding deadlines.
- To check for Work Study eligibility, the student can log onto Student Home and select the "Financial Aid" tile, then select "View My Study Awards." If the status is approved, then the student is approved for work study. It will take at least two weeks from when the student submitted their application to determine if the student is approved for Work Study.
- You are required to email a final list of students who were hired by your department at least two weeks prior to the end of each term. Please use the chart provided in the [Ontario Work Study Application form](#). The list should be sent to workstudy@senecapolytechnic.ca.

Note: You must submit both your form, and the Final List of Work Study Students before the dates listed below. If you do not, your department will not be eligible for the Work Study Program.

- **Fall term deadline:** Two weeks before the end of the term.
- **Winter term deadline:** Two weeks before the end of the term.
- **Summer term deadline:** Two weeks before the end of the term.

For any inquires or questions about the Work Study Program and applications, email workstudy@senecapolytechnic.ca.

tags : work-study