

ALGONQUIN COLLEGE

MEMORANDUM

DATE: Academic Year 2007-2008
TO: All Major Budget Holders
FROM: Linda Fielding, Manager, Financial Aid
SUBJECT: Funding Available for Part-Time Student Jobs Under the OSAP Ontario Work Study Plan

The Ontario Work Study Plan is funded by the province of Ontario and is one of the components of the Ontario Student Assistance Program (OSAP). Under the Ontario Work Study Plan, an employer at Algonquin College could employ students at a minimum salary of \$10.00 per hour. You pay the student and then you are reimbursed 75% of these costs. The Ontario Work Study Plan is of benefit to both you the employer, and the financially needy OSAP student.

You may also wish to explore the possibility of hiring a student through the College Student Employment Program (CSEP). Inquiries concerning CSEP should be directed to the Students' Association at 613 - 727-4723, ext. 7711.

Thank you.

OWSP

THE PROCESS

1. Complete a Job Vacancy Application (OWSP) and send it to Diane Cardinal, Room C225, Woodroffe Campus, for approval.
2. The College employer (you) is notified of the approval outcome, normally within 5 working days.
3. If approved, the Job Vacancy is sent to Algonquin's Student Employment Services for immediate posting. A copy is also sent to the College employer.
4. Student Employment Services refers eligible students to you.
5. You may interview as many students as you wish to find the one most suitable for your position.
6. If you have a student in mind for the position, or a student wishes to be considered for an OWSP position, he/she should immediately be referred to Student Employment Services. **The student must be an OSAP applicant.** The student is asked to complete a Budget Sheet and an OWSP application to determine his/her eligibility. The student is also informed that he/she must go to Student Employment Services for the results.
7. Financial Aid reviews (usually within 48 hours) the completed OWSP application and budget. The outcome is recorded in the student's OSAP file.
8. The student goes to Algonquin's Student Employment Services to obtain the results. Please note, students could be approved for the maximum \$1000 per term.
9. If you hire, you must inform Kim Bedor (Room C226, Woodroffe Campus, 613 - 727-4723, ext. 7171). You will then be sent a memo which will give you all the details on how to receive your reimbursement. You will not be reimbursed if you do not follow the instructions sent to you by Kim Bedor.
10. Should you still require assistance regarding the process, feel free to telephone Diane Cardinal at 613-727-4723, ext. 5233.
11. The deadline date for applying to the Ontario Work Study Plan should be no later than 8 weeks prior to the student's academic year end.
12. If the student withdraws from his/her program or drops to a part-time status, he/she will be required to terminate the program.

ONTARIO WORK STUDY PLAN (SUMMARY)

The aim of the Ontario Work Study Plan is to help financially needy OSAP students meet their educational costs by working part-time during the school year without causing an excessive dependence on loan funding.

The College is on a cost-sharing basis - 75% of the salaries are paid by the Ontario government and 25% paid by your Department.

1. ELIGIBILITY

A student is eligible to apply for the Ontario Work Study Plan if he/she meets the following criteria:

- is a registered full-time student (60% or more of a full course load or a minimum 40% of a full course load if designated permanently disabled);
- is an OSAP applicant;
- is recommended by the Financial Aid Administrator as being in financial need;
- is making satisfactory academic progress;

2. JOB CHARACTERISTICS

The jobs should:

- have flexible hours to fit the student's academic schedule;
- be new positions created for the plan;
- have a minimum hourly rate of \$10 per hour - maximum earnings of \$1,000 per term;
- be a maximum of 15 hours of work per week.

3. APPLICATION BY A STUDENT FOR AN ONTARIO WORK STUDY POSITION

Each student must complete an application for the Ontario Work Study Plan plus a Budget Form. The Financial Aid Administrator will use the information supplied on this application as well as the other data on the student's OSAP (Ontario Student Assistance Program) application to determine if the student meets the criteria for the plan.

4. STUDENT EMPLOYMENT SERVICES

Once a job has been approved, the employer is informed and a copy of the job description is sent to Student Employment Services for posting. All reimbursements are coordinated by Kim Bedor (Room C226, Woodroffe Campus, 613 - 727-4723 ext. 7171).

5. REIMBURSEMENT

You must notify Kim Bedor if you hire someone for the job. If you hire a student eligible under OWSP you will receive a memo from Kim giving you all details pertaining to hiring a student. It is important to follow the procedures outlined in that memo in order for you to receive your reimbursement.

**JOB VACANCY APPLICATION
ONTARIO WORK STUDY PLAN**

JOB TITLE:

JOB NO. _____

CAMPUS:

DEPARTMENT:

ROOM: _____

TELEPHONE: _____

NAME OF SUPERVISOR:

NUMBER OF HOURS PER WEEK (not to exceed 15hrs/wk):

DURATION:

OWSP SALARY: Minimum salary of \$10.00 per hour.

DUTIES:

REQUIREMENTS:

1. Must have a completed Ontario Student Assistance Program (OSAP) application on file for current academic year.
2. Must be a resident of Ontario.
3. Must be a registered full-time student (60% or more of a full course load or a minimum of a 40% full course load if designated permanently disabled).
4. Must be making satisfactory academic progress.
5. Consist of duties that would otherwise not be done. OWSP jobs must be new jobs created for the plan and cannot replace or subsidize existing positions.
6. Not conflict with any existing collective agreements at the institution.

APPROVED BY OWSP DEVELOPMENT COMMITTEE – DATE _____