

# Sheridan

## Student Information – Winter 2023 Work Study Program

### What is the Winter 2023 application deadline?

The deadline to submit a Winter 2023 Work Study Application is **February 3, 2023**.

### Are late applications eligible for approval?

No, late applications will not be reviewed for approval. If there are extenuating circumstances that should be considered, please contact [workstudy@sheridancollege.ca](mailto:workstudy@sheridancollege.ca).

### When will I know the outcome of my application?

It typically takes 1 – 2 weeks to process applications but may be longer depending on volume and other circumstances.

### Can an application be re-submitted?

Yes, if you're not approved for Work Study funding, you will be sent an email to your Sheridan account with an explanation. If you are declined and would like to request a review of your application, you may respond to the email from [workstudy@sheridancollege.ca](mailto:workstudy@sheridancollege.ca).

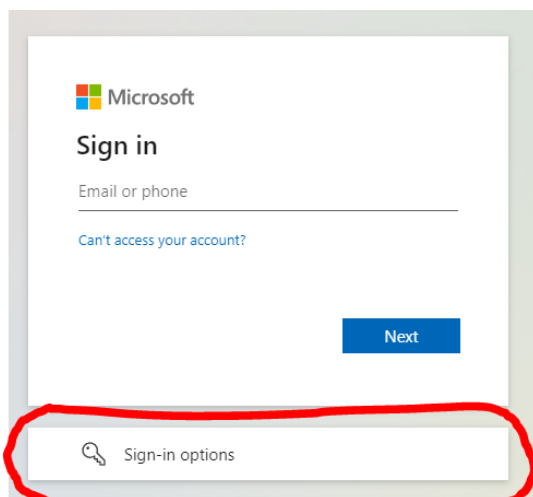
### How do I apply for a Work Study Position?

Sheridan Student positions are posted to the job board on [Sheridan Works](#). Students must secure employment with a Sheridan employer before applying for Work Study.

### How do I complete my application?

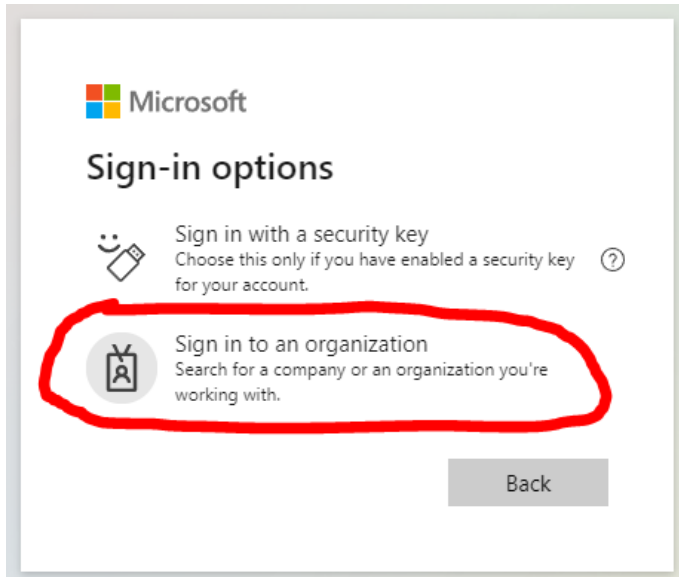
Step 1: Click on the link provided by your employer. The application link can also be found on the Work Study website for [domestic students](#) and [international students](#).

Step 2: Sign-in to your account. If you are not already signed in, you will select *Sign-in options*.

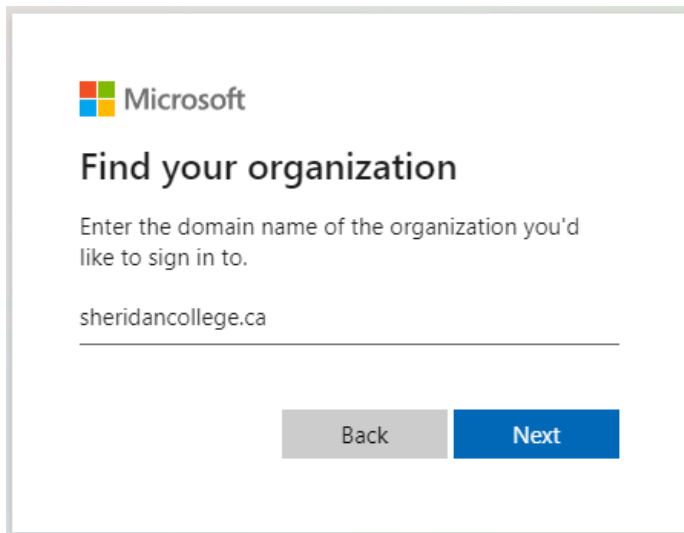


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Step 3: Select *Sign in to an organization*.



Step 4: Enter sheridancollege.ca as the Domain name.



Step 5: You will be forwarded to the Sheridan Sign-in page where you will be able Sign-in using your Sheridan credentials.

Step 6: Enter your Student Information.

Step 7: Complete the Excel budget form provided by your employer or accessed from the Work Study website. Once completed upload the file to your application and report your Total Resources and Total Expenses.

Step 8: If your employer has indicated that they will be providing Employer Information directly to Work Study then you can skip the next step.

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Step 9: Enter all required Employer Information in the application. If the employer information directly below is not populated, please contact your employer for this information. If your employer has indicated that they will be providing this information directly to Work Study you can skip this step.

Full-Time or Part-Time	_____
Employer department	_____
Department number	_____
Hiring Manager	_____
Contract start date	_____
Contract end date	_____
Hours per week	_____
Hourly rate	_____

Step 10: Complete Student Declaration and submit your application. You may go back and review information before submitting. Once submitted you should email [workstudy@sheridancollege.ca](mailto:workstudy@sheridancollege.ca) regarding any changes.

## How do I complete my budget?

You are required to complete each section of the budget, if something doesn't apply to you, enter 0.

Do not enter decimals as the budget will not accept these.

There are maximums in place for certain categories. If you can provide evidence that your expenses exceed these maximums, please contact Melissa Thompson, Student Awards & Work Study Coordinator at [workstudy@sheridancollege.ca](mailto:workstudy@sheridancollege.ca).

## Are there a minimum or maximum number of hours that I can work?

For students applying for Part-Time Work Study, hours per week cannot exceed 24. Work Study does not set a minimum number of hours for Part-Time employment. Students applying for Full-Time Work Study must be available to work 24 hours or more per week. Hours are determined by the hiring department.

## Can I apply for Work Study if I am not enrolled?

Yes, you may be eligible for Work Study if you are between regularly scheduled full-time academic terms with full-time enrollment in the semesters before and after your Work Study term. Students completing a Co-Op or Internship Work term with a non-Sheridan employer may also be eligible for a Part-Time Work Study position.

## Can I apply for Work Study if I am enrolled Part-Time?

Yes, you may be eligible for Work Study while studying Part-Time. However, this requires that you are between regularly scheduled full-time academic terms with full-time enrolment in the semesters before and after your Work Study term.

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## **Can I apply for Full-Time Work Study if I am not completing a Co-Op or Internship with a Sheridan employer?**

Yes, if you are between regularly scheduled academic terms with full-time enrollment in the terms before and after the Work Study term.