

# Seneca Employers

Version 5

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

1. Print and complete [the Work Study Employer Information form](#). Send the completed form to [workstudy@senecapolytechnic.ca](mailto: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.
2. To check for Work Study eligibility please contact the student. The student can check their eligibility by logging onto Student Home and selecting the "Financial Aid" tile, then selecting "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.
3. 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 template provided below. The list should be sent to [workstudy@senecacollege.ca](mailto:workstudy@senecacollege.ca).

**Note:** You must submit both your [Work Study Employer Information 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 please visit the Financial Aid Office or email the following email [workstudy@senecapolytechnic.ca](mailto:workstudy@senecapolytechnic.ca).

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