

Energy Training Program

May 2-August 26, 2016

Funding Claim Form

To Be Completed by Employer

Name of Business (Cheque made payable to)

Name of Student

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	\$ Amount Requested

To expedite reimbursement, please complete the following:

Total numbers of weeks worked by student (Maximum 17 weeks between May 2, 2016 – August 26, 2016)

Average hours per week worked by student (Maximum 40 hours)

Student's hourly wage (\$ per hour)

Please ensure the following applicable documentation is also submitted with this form

Have you attached the required final payroll stub? (Please check to confirm)	
Yes	No

If student is not being kept on staff, have you attached the required Record of Employment? (Please check to confirm)	
Yes	No

If student is being kept on, have you attached the student's first pay stub? (Required)	
Yes	No

I hereby certify that all statements are completed and correct to the best of my knowledge and if the project is approved, I will comply with all Program Guidelines.

Signature of Contact Person (provided above): _____ Date: _____

Time sensitive document – File with Department of Energy by:

September 29, 2016

Send completed form to:

Energy Training Program for Students
NS Department of Energy
Joseph Howe Building
1690 Hollis Street
PO Box 2664
Halifax, NS B3J 3P7

Or email to:

Noor.Subeh@novascotia.ca

Energy Training Program

May 2-August 26, 2016

Employee Pay Tracker

Name of Business:

Student Name:

Please submit the following information related to the pay received by your student.

Week	Pay Date	# of Hours Worked	Hourly Rate (\$)	Total Gross (\$)
May 9 – May 13				
May 16 – May 20				
May 23 – May 27				
May 30 – June 3				
June 6 – June 10				
June 13 – June 17				
June 20 – June 24				
June 27 – July 1				
July 4 – July 8				
July 11 – July 15				
July 18 – July 22				
July 25 – July 29				
August 1 – August 5				
August 8 – August 12				
August 15 – August 19				
August 22 – August 26				

*Funding will be provided for a minimum work term of 12 consecutive weeks and up to a maximum of 17 consecutive weeks. Please note that co-op students require a minimum of 14 consecutive weeks.