

Energy Training Program

April 30 - August 24, 2018

Funding Claim Form

To Be Completed by Employer

Time sensitive document – File with Department of Energy by:

September 28, 2018

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:

Leanne.Tremblay@novascotia.ca

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 April 30, 2018 – August 24, 2018)

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: _____

Energy Training Program

April 30 -August 24, 2018

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 (\$)
April 30 – May 4				
May 7 – May 11				
May 14 – May 18				
May 21– May 25				
May 28 – June 1				
June 4 – June 8				
June 11 – June 15				
June 18 – June 22				
June 25 – June 29				
July 2 – July 6				
July 9 – July 13				
July 16 – July 20				
July 23 – July 27				
July 30 – August 3				
August 6 – August 10				
August 13 – August 17				
August 20 – August 24				

*The Department will provide funding 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.