



**Small Enterprise Co-operative Placement Assistance Program Application (SECPAP)**

**Applicant Information:**

Name of Business:

Contact Name:

Position:

Email:

Name of Person Submitting Claim:

Email:

Mailing Address:

City:

Province:

Postal Code:

Telephone:

URL:

**Funding Criteria:**

Type of Organization (Private / Non-Profit /Government/Public):

Industry:

Work Term Location:

Does the local branch of the company employ 100 or fewer employees?

Is the student being hired an immediate family member of the owners?

Is the work term student replacing a regular employee on lay-off?

Is the position being funded through any other **provincial** government sources?

Have you applied for or plan to apply for **federal** government funding for this position?

If yes, which program are you applying for funding from?

**Applicant Information:**

Which semester will the funding be used for (Spring Summer/Fall/Winter):

How many weeks will the work term be? (11-16):

Approximate Start Date:

Approximate End Date:

How many hours per week will the student work (35-40)? NOTE: maximum funding is for 40 hours:

Expected hourly wage? (If undetermined please indicate a reasonable expected wage):

Please indicate which program(s) you will seek co-op students from:

Agriculture Technician

Chemical Process

Computing Systems Electrical

Civil Corner Brook

Civil St. John's

(Power and Controls)

Electronic Systems

Environmental

Geomatics/Surveying

Industrial / Management Systems

Mechanical (Manufacturing)

Petroleum

Welding Engineering

Software Development St. John's

Software Development St. John's

Number of students you are seeking funding for?

Student's Name(s) if already known:



## Small Enterprise Co-operative Placement Assistance Program Application (SECPAP)

### Applicant Information:

1. SECPAP is a program supported by the Government of Newfoundland and Labrador. Employers operating in the province with 100 or fewer employees who hire Co-operative Education students from the College of the North Atlantic may be eligible to receive funding of 50% of minimum wage up to a maximum of 16 weeks and 40 hours per week. Final approval is determined by the College.
2. Funding is not guaranteed and the College may set priority approvals based on operational needs and employment barriers for students.
3. Normally, companies hiring immediate family members will not be eligible for funding.
4. Funding can be stacked with federal funding but the total government funding cannot exceed 100%
5. Mandatory Employer Related Costs (MERC) are the responsibility of the employer.
6. Employers are eligible to hire both domestic and international students.

*I confirm that the information contained in this application is correct, may be verified and can be shared with The Government of Newfoundland and Labrador in compliance with this funding agreement. I acknowledge that all mandatory employment related costs including vacation pay, employment insurance, workers compensation and CPP costs are understood to be the responsibility of the employer.)*

*I also confirm that all activities associated with this funding agreement will be in compliance with all Special Measures Orders on safety protocols from the Government of Newfoundland and Labrador, its Regional Health Authorities and the Chief Medical Officer for the Province, and in particular as it relates to COVID-19, the direction found at this website <https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/>*

Date of Application:

Signing Authorities Name:

Privacy Notice: *The personal information collected on this form is collected under the Authority of the College Act 1996 (SNL1995, Chapter C-22.1) and will be used to process your request and/or update your academic record. If you have questions about the collection and use of this information, please contact the Associate Vice-President of Student Services at 1 Roosevelt Avenue, P.O. Box 190, Placentia, NL A0B 2Y0, via telephone at 709-454-2884, or via e-mail at [shirley.woodward@cna.nl.ca](mailto:shirley.woodward@cna.nl.ca).*