

Guide to Submitting Proof of Income for your Sheridan Continuing Education Bursary Application

| Income Source | Accessing Documentation | Acceptable Documentation |
|---|-------------------------|--|
| Student &/or Spouse/Common-law Partner Employment Income | | |
| External Employment | Paystub from employer | <p>The most recent paystub the individual has received including the individual's name, pay-period dates, and total gross earnings.</p> <p>If an individual has worked for multiple employers in the calendar year, the most recent paystub must be provided for each position.</p> <p>If an individual has worked for an employer in the current calendar year but has ended their position, the final paystub received must be provided.</p> <p>If an individual has worked for an employer outside of Canada in the current calendar year, a paystub is required. If the paystub is in a language other than English or a currency other than Canadian Dollars, the individual is asked to provide a brief translation of the document and confirm the currency.</p> <p>If an individual has worked for an employer outside of the Canada in the current calendar year and is unable to access a paystub, the individual may obtain a letter from their employer indicating the gross pay the individual received in the calendar year. If the letter is provided in a language other than English or with a currency other than Canadian Dollars, the individual is asked to provide a translation of the document and confirm the currency.</p> <p>If an individual has worked for an employer outside of Canada in the current calendar year and is unable to obtain either a paystub or letter from their employer, the student applicant must contact capsawards@sheridancollege.ca for alternate consideration.</p> <p>*Licensed translation of documents is not required. Individuals may provide their own translations.</p> |
| Self-employment | Work contract | <p>If an individual is self-employed in the current calendar year and has a contract, a copy of the contract must be provided including the individual's name, contract dates, and pay details.</p> <p>If an individual is self-employed in the current calendar year and does not have a contract, the student applicant must contact capsawards@sheridancollege.ca for alternate consideration</p> |

| Student &/or Spouse/Common-law Partner Government Income | | |
|--|---|--|
| Employment Insurance (EI) | https://www.canada.ca/en/employment-social-development/services/my-account.html | Screenshot(s) of “My Latest Claim” including indication that information is for EI, individual’s name, start date of claim, benefit rate, and total weeks of regular entitlement <i>and/or</i> screenshot of “My Payments” (if the individual is no longer receiving EI) including indication that information is for EI, individual’s name, and a full list of Report Covering Periods and Net Amounts paid. |
| Canada Child Benefit (CCB) and Ontario Child Benefit (OCB) | https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html | <p>Canada child benefit (CCB) and Ontario child benefit (OCB) notice from the CRA. Notices are issued July – June.</p> <p>If the individual does not have their notice for the current year, they can base their calculation off the assessed monthly amount for the current calendar year, indicated on their previous year’s July – June statement.</p> <p>If the individual has applied for the CCB/OCB for the first time, they will not receive their first notice until July of the current calendar year, and an extension can be provided upon request to capsawards@sheridancollege.ca</p> |
| Ontario Disability Support Program (ODSP) | https://mybenefits.mcass.gov.on.ca/auth/login OR A scan of a paper statement | Monthly statement |
| Ontario Works (OW) | https://mybenefits.mcass.gov.on.ca/auth/login OR A scan of a paper statement | Monthly statement – issued by region of residence |
| Canada Recovery Benefit (CRB) | https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html | <p>Screenshot(s) of “Covid Support Payment Application Details” including individual’s name, CRB as “Payment type”, a full list of “Periods” and Net Amounts paid.</p> <p>OR</p> <p>Canada Revenue Agency Overview for (Name) including indication that details are for “Covid-19 Support Payments” and “Covid Support Payment Application Details” as indicated above.</p> |
| Ontario Student Assistance Program (OSAP) | https://osap.gov.on.ca/OSAPSecurityWeb/public/login.xhtml | Screenshot(s) of individual’s funding assessment summary for the calendar year. |
| Student &/or Spouse/Common-law Partner Without Any Source of Income | | |
| None | Personal letter | If an individual has not received any employment or government income in the calendar year, a personal letter must be provided explaining how household expenses are met. |

***A Notice of Assessment or Bank Statement will not be accepted as proof of income or financial resources.**