

SECPAP Monthly Reimbursement Form
 CO-OPERATIVE EDUCATION SERVICES CENTRE, MEMORIAL UNIVERSITY
 Telephone: 709-864-2419 | Fax: 709-864-8960 | Email: cesc@mun.ca

TO BE COMPLETED BY EMPLOYER:

Organization: _____ Telephone #: (709) _____
 Mailing Address: _____
 Postal Code: _____

SECPAP Reimbursement Calculations: **Please indicate**

WEEKLY () BI-WEEKLY () BI-MONTHLY () MONTHLY ()

Employer's Payroll Disbursement				SECPAP Reimbursement Claim	
Pay Period Dates	Hours Worked	Full Hourly Rate	Total Paid – Excluding Benefits	Approved Wage Subsidy Hourly Rate	Amount Claimed*
		\$ /HR	\$	\$ /HR	\$
		\$ /HR	\$	\$ /HR	\$
		\$ /HR	\$	\$ /HR	\$
		\$ /HR	\$	\$ /HR	\$
		\$ /HR	\$	\$ /HR	\$
TOTAL:			\$	TOTAL:	\$

* = *Approved Wage Subsidy Hourly Rate X Hours Worked Weekly (≤ max. allotted hours highlighted in Approval Letter)*

Student's Name: _____ Program of Study: _____

This will certify that _____, co-operative education student at Memorial University of
(above noted student)

Newfoundland, was paid \$ _____ as outlined in this claim by _____.
(amount) (name of organization)

Signature: _____ Date: _____

Position Title: _____

NOTE FOR EMPLOYERS: Please enclose proof that the student was paid by the employer for the hours and dates specified above (e.g. photocopied cheque, cheque stub or a signed payroll sheet)

TO BE COMPLETED BY STUDENT:

This will certify that I received \$ _____ for work completed for the dates and employer noted in this claim.
(total paid amount)

Signature: _____ Date: _____

Student Number: _____ S.I.N.: _____

INTERNAL USE ONLY: Req #: _____ **AMOUNT: \$** _____

Reviewed for payment by: _____
(CESC Representative)

Access to Information and Protection of Privacy

This information is collected to administer payroll and for program administration. It is required for payment purposes and becomes part of your personnel record. It is also included in a summary report to the program's funding provider - Department of Advanced Education, Skills and Labour, Government of Newfoundland and Labrador. If you have any question about the collection of use of this information, please contact Co-operative Education Services Coordinator at 709-864-4484.