



OFFICE ONLY

Date Received:

Approved:

Amount:

c/o Co-op Teacher:

Date Processed:

OYAP Apprenticeship Reimbursement Form 2017/2018

Some financial support is available to offset transportation and safety equipment (steel-toed safety boots) costs incurred by OYAP Participants (enrolled in Employment Ontario Information System-Apprenticeship database/ EOIS-APPR). This provincial OYAP funding is available to OCSB OYAP Participants as follows:

Safety Boots/Equipment

OYAP will pay a **maximum of \$70** for standard CSA-certified steel-toed safety boots for OYAP Participants who do not already own a pair, require them on the job and are not provided for by their employers. **An ORIGINAL RECEIPT is required for reimbursement.** OYAP may also pay for other safety equipment if needed, **only** if Co-op Teacher contacts the OYAP Coordinator in advance.

Transportation (refer/complete page #2 of this form)

Student: (please print) _____

School: _____

Trade Area Explored: _____

I certify the above conditions apply and I am requesting the following reimbursement:

Safety workboots (must be accompanied by original receipt, maximum reimbursement is **\$70**)

Other (pre-approved by Liana Pagotto) equipment (describe): _____

Transportation (attach OYAP Travel Expense Claim, page 2 of this form)

Forms must be signed:

Student: _____

Parent/Guardian: _____

Co-op Teacher: _____

Application Date: _____

Make cheque payable to *(Print Clearly)*: _____

Incomplete forms will be returned



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OYAP Travel Expense Claim 2017/2018

Student: (please print) _____

School: _____

Some financial support is available to offset transportation costs incurred by OYAP Participants.

Note that this is applicable to students who:

- a) have a co-op placement in an apprenticeship trade - (enrolled – EOIS-APPR)
- b) have co-op placements beyond **3.2 kilometers** from their school or home base
- c) do not receive a bus pass from their school
- d) make their claim through this Travel Expense Claim (within present school year)
- e) have successfully completed (or are near completing) their co-op placement

This form must be signed by parents/guardians (unless the student is 18 years of age or older). Co-operative education teachers must attest to the fact that the conditions above are met.

Start Date	End Date	Placement	Trade	Distance (kms) (one way)	Travel Method (car, bus)

I certify the above conditions apply and I am requesting the following reimbursement: (please check box(s))

Signed:

Student: _____

Parent/Guardian: _____

Co-op Teacher: _____

Date: _____

Make cheque payable to *(Print Clearly)*: _____

Incomplete forms will be returned

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