March 19, 2025

Recipient’s Name

Recipient title/position  
Recipient’s department

Dear Recipient’s Name,

*(Student Name)* is currently enrolled at Vancouver Island University in the *(Program name)* program and is participating in a work-integrated learning (WIL) program as part of their studies. *(Insert any details of the WIL program)*.

As a full-time student, *(he/she/they)* may be eligible for wage subsidy funding through the Government of Canada’s [**Student Work Placement Program**](https://www.canada.ca/en/employment-social-development/programs/work-integrated-learning.html) (SWPP). SWPP provides various funding opportunities for employers to hire students for work-integrated learning experiences.

**Funding Details:**

* The program covers up to **50% of student wages** to a maximum of **$5,000**.
* Students from underrepresented groups (including first-year students, women in STEM, Indigenous students, persons with disabilities, and newcomers) may be eligible for up to **70% wage coverage** to a maximum of **$7,000**.
* Eligibility for enhanced funding is determined on a case-by-case basis at the end of each work term.

**Example Cost Breakdown:**

If you hire a student to work **35 hours per week at $17.40/hour for 12 weeks**, the total cost would be **$7,308**. With SWPP funding:

* A 50% subsidy reduces the employer cost to **$3,654**.
* A 70% subsidy (for eligible students) reduces the employer cost to **$2,192**.

**Student Eligibility**

The student is:

* A Canadian Citizen, permanent resident or a protected person defined by the Immigration and Refugee Protection Act
* Registered as a full-time student in a post-secondary institution program
* Not an international student requiring (or on) a work permit
* Not an immediate family member of the employer

### ****How to Apply for SWPP Funding:****

The Government of Canada delivers the SWPP program through 18 different [Employer Delivery Partners](https://www.canada.ca/en/employment-social-development/services/student-work-placements-wage-subsidies.html), each managing its own processes and/or platforms. Some deliver partners cater to specific industries, whereas others are open to all sectors. A few of the general SWPP providers include:

* **Magnet** [Apply here](https://swpp.magnet.today/)
* **Ontario Chambers of Commerce – Talent Opportunities Program** [Apply here](https://occ.ca/talent-opportunities-program/)
* **Venture for Canada** [Apply here](https://www.ventureforcanada.ca/employers)

All SWPP grants are **first-come, first-served**, so it is recommended to apply as soon as possible. The application process is designed to be simple and streamlined to minimize barriers.

If you need assistance in navigating the SWPP grant process, please contact [cel@viu.ca](mailto:cel@viu.ca) and a member our Centre for Experiential Learning team will be happy to help.

We appreciate your interest in providing valuable work-integrated learning opportunities for students!

Warm regards,

Sender’s Name

Sender’s title

Sender’s contact info line 1

Sender’s contact info line 2

Sender’s contact info line 3