



Student Entrepreneurship Application

Student Employment and Experience Development Program

SEED

WORKING NB
TRAVAIL NB

New Brunswick
Nouveau Brunswick

Student Entrepreneurship

PROGRAM DESCRIPTION

The Student Entrepreneurship component of the Student Employment and Experience Development Program (SEED) is a unique part of the Government of New Brunswick's summer employment programming. It offers interest-free loans to students who wish to create summer employment and gain valuable business experience by operating their own business. Retail shops, craftspeople, painting operations, computer companies, lawn care businesses and many other original ventures have received funding under Student Entrepreneurship in the past.

The Student Entrepreneurship component provides a guaranteed interest-free loan of up to \$3,000 to help students start a summer business that will create at least one full-time student summer job for themselves (minimum of 30 hours per week) and provide the applicant with valuable entrepreneurial experience. If the loan has been repaid in full by **October 15th**, up to one-third of the value of the loan may be reimbursed, provided that all program regulations and requirements have been met.

APPLICANT REQUIREMENTS

1. Applicants* must have been a full-time student in the previous academic year and must be returning to full-time studies in the fall.
 * **Applicants include you and your partner(s), if any. If the business is a partnership, each partner must fill out a separate information form. The students have equal share in ownership. A partnership is still only eligible for a maximum loan of \$3,000.**
2. International students with a temporary work visa/permit for "off-campus" work and a social insurance number (900 series) are eligible for the program. A copy of the work visa/permit must be presented before the evaluation process begins.
3. Applicants must be 16 years of age or older and have a social insurance number. Applicants under 18 years of age will need the signature of a guarantor acceptable to the financial institution in order to obtain the loan.
4. Because this program is administered provincially, applicants must have established New Brunswick residency or lived in the province during the last six months and be returning to full-time studies in New Brunswick in the fall. Long-term New Brunswick residents remain eligible even if they are studying outside the province.
5. The business must operate in New Brunswick.
6. An applicant may have only one Student Entrepreneurship loan outstanding at any time during a fiscal year, either as a sole proprietor or as a partner.
7. Businesses operating on family-owned premises must be able to demonstrate independence from the family-owned operation. If you are planning to operate an agricultural business, such as raising livestock or cash crops, you must demonstrate a significant measure of independence from the farm on which you are operating.

Please be advised, only electronic copies of this application are provided. Completed electronic or printed copies of this application must be submitted to your WorkingNB regional office.

COLLECTION, ACCESS, USE AND DISCLOSURE OF PERSONAL INFORMATION

The Department of Post-Secondary Education, Training, and Labour – WorkingNB (WorkingNB) collects your personal information in order to administer the Student Entrepreneurship component, to determine and verify your eligibility, and if you are approved under this component, to conduct follow-up evaluations and monitoring with you.

Personal information provided by you is collected by WorkingNB in accordance with paragraph 37(1)(b) of the *Right to Information and Protection of Privacy Act*, SNB 2009, c. R-10.6 (RTIPPA) and subsection 27(1) of the *Personal Health Information Protection and Access Act*, SNB 2009, c.P-7.05 (PHIPAA).

Personal information provided by you is protected and handled in accordance with RTIPPA, PHIPAA, and the *Document and Record Management Policy*. If you have any questions or concerns regarding the application form and/or process, the handling of your personal information, or this component, please contact the WorkingNB regional office in your area.

All personal information provided by you must be accurate; please immediately inform WorkingNB of any changes. Should you be approved under this component, WorkingNB will share your personal information with other provincial departments and agencies to administer the financial portion of this component.

WorkingNB may share your personal information with a third-party evaluator hired to conduct the follow-up evaluations and monitoring. The evaluator may contact you for a period of up to seven (7) years following your participation in the component for the purpose of collecting information about your employment and/or training status, which will be used to monitor your progress and to evaluate the overall component for research and continuous improvement to programming. The third-party evaluator hired by WorkingNB must also abide by the privacy standards established in RTIPPA and PHIPAA.

In signing the application form, you acknowledge that this authorization is valid for the duration of your participation in the component, the monitoring associated with it, as well as for the follow-up evaluation of the component (as established by WorkingNB).

Notes:

1. You can revoke your consent at any time, in writing. Please note that if you do so, you will no longer be able to participate in the component because of its administration requirements.
2. If you are under the age of 18 or have an established guardian or trustee, your parent, guardian or trustee must also sign your application form.
3. The contact information for WorkingNB's regional offices is found in this booklet and at www.WorkingNB.ca/Contact.

PROGRAM RESTRICTIONS

To be eligible for program financing:

1. Applicants must submit a business plan that demonstrates how value is added to the end product. For example, a clothing business that purchases blank t-shirts should not simply resell them as-is. Instead, the business should explore ways to customize or enhance the product—such as adding original designs, embroidery, or eco-friendly packaging—to create a unique offering for their customers.
2. Cash crops should be restricted to crops that are planted and harvested in one season. It should be new crops to the farm operation and not more of the same type of crops.

Applicants are not eligible if they:

- have not completed their General Education Diploma (GED) or their Canadian Adult Education Credential (CAEC)*
- join the Armed Forces
- attend university or college on a part-time basis
- take a full course load through correspondence

* **Applicants who are currently enrolled in high school are eligible to apply.** However, individuals who have left school and have not completed their GED or CAEC are not eligible.

REQUIREMENTS PLACED ON THE BUSINESS

1. Your business must fall under generally accepted definitions of an independent business. That means you should have a large measure of independent control over business operations.
2. Commission sales, pyramid-type selling, network marketing, 1-900 numbers and extension of family own businesses are not eligible.

The business should be deemed suitable for public funding and must not exploit and/or put at risk vulnerable persons/groups.

3. Your application must include a business plan that shows how you will be able to pay back the loan by October 15th.
4. Your application must display how you will create one or more full-time summer jobs and/or how you will gain business experience on a daily basis (minimum of 30 hours per week).
5. The loan cannot be used towards the purchase of licensed motor vehicles.
6. Your business has to operate for at least six weeks and all program requirements and regulations must be met to be eligible for the one third reimbursement of the value of the loan.

The Program is made possible with the participation of financial institutions and the Government of New Brunswick.

PROGRAM REGULATIONS

1. Your business must operate on a full-time basis (minimum of 30 hours per week) for a minimum of 6 weeks between **April 1st and Labour Day Weekend**. The business must create at least one summer job for the applicant to work in that position.
2. The student must make application no later than **June 30th**.

3. You must submit proof within 30 days that certain business regulations have been adhered to, such as registering your company name, buying insurance, etc. Failure to do this may result in the cancelling of your loan.
4. Your loan must be repaid immediately if you do not start your business within a period that will allow operation for the required time frame.
- 5. Your loan must be repaid on or before October 15th to be eligible for a reimbursement equal to one-third of the value of the loan.**
6. A final income statement must be submitted to your WorkingNB regional office before **October 31st.**
7. On any pamphlets or advertising material you may state the following: "This business has received financial assistance from the New Brunswick SEED Program", however, you may not indicate that your business was funded by a financial institution, nor may you use logos of the financial institution or the Government of New Brunswick.
8. Students must ensure that proper bookkeeping methods are established, including payroll records, where applicable, cancelled cheques, sales slips, invoices, etc. These must be maintained during the time your business operates. This information shall be made available to WorkingNB for audit purposes.

HOW TO APPLY FOR A LOAN

1. Assess your talents and decide on the service or product you wish to offer. It is helpful to perform a market study to check demand and to review all relevant by-laws/legislation pertaining to your proposal beforehand. The most important stage of operating your business is often the preparation, so be thorough.
2. You are now ready to begin filling out your application. Included in this booklet are:
 - Form A - Personal Information
 - Attachment B - Written Project Description
 - Form C - Cash Flow Forecast
3. Complete all three forms and submit them to your WorkingNB regional office.

NOTE: In this booklet you will find a list of WorkingNB's regional offices or visit www.WorkingNB.ca/Contact

4. Please be sure you have answered, on a separate sheet, all questions contained in the Written Project Description (Attachment B). Your cash flow sheet (Form C) must also be filled out, as this helps to control your business's finances. In a partnership, all partners must fill out a separate Personal Information Sheet (Form A). **AN INCOMPLETE APPLICATION WILL DELAY THE ASSESMENT OF YOUR APPLICATION.**
5. It is highly recommended that you make a copy of your application for your personal files.
6. Please allow at least 2 to 3 weeks for the processing of your application. You will be notified by your WorkingNB regional office as to the status of your application and procedures to follow.
7. No applications will be accepted after **June 30th.**
8. If you have any problems or questions please contact your regional office.

Student Application - Form A

(Formulaire disponible en français)

In which language do you prefer to receive correspondence?

☐ English ☐ French

Title **First name** **Middle name** **Last name**

Date of birth (yy/mm/dd) **Gender** (M/F/Other) **Social Insurance Number**

Primary phone number **Email address**

Website address (if applicable)

Mailing address:

Street Address **City, Town, Village** **Province** **Postal Code**

Name of Proposed Business **Major activity of the business**

Permanent Address of Business **Business location**
(if different from mailing address) (City, Town, Village)

Note: if the business name is different from your name, you may be required to register with Service New Brunswick – Corporate Services.

Education:

Type of School	School name and location	Year Attended From/To	Check one option for each type	Field of Study or Specialization	Diploma, Certificate or Degree Obtained
Secondary			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
Community College			<input type="checkbox"/> Some <input type="checkbox"/> Completed		
University			<input type="checkbox"/> Some <input type="checkbox"/> Completed		
Private			<input type="checkbox"/> Some <input type="checkbox"/> Completed		

\$

Amount of loan requested**Date loan required**
(yy/mm/dd)**Expected start up date**
(yy/mm/dd)

As this program is delivered through the Royal Bank of Canada (RBC) and the UNI Financial Cooperation (UNI), please indicate which one you wish to deal with:

☐ RBC **Address**
☐ UNI

Telephone**Do you identify with any of the following groups?**

- | | |
|---|---|
| <input type="checkbox"/> Social assistance recipient | <input type="checkbox"/> Visible minority |
| <input type="checkbox"/> Full time student | <input type="checkbox"/> Newcomer |
| <input type="checkbox"/> Currently receiving employment insurance | <input type="checkbox"/> Person with Disability |
| <input type="checkbox"/> Received employment insurance Benefits in the last 36 months | <input type="checkbox"/> Indigenous Peoples |
| <input type="checkbox"/> International student | |

Will this business operate as a partnership?☐ Yes ☐ No

If yes, please indicate partners name:

1

2

3

NOTE: A separate information sheet must be completed by each partner.Are you or will you be working at another full-time job this summer? ☐ Yes ☐ No

If yes, how many hours per week? _____

Are you planning to hire employees? ☐ Yes ☐ No

If yes, how many? _____

Have you received a Student Entrepreneurship loan before? ☐ Yes ☐ No

If yes, please indicate what year: _____

Are you returning to full-time studies in the fall? ☐ Yes ☐ No

If yes, where? _____

Have you established residency in NB? ☐ Yes ☐ No

Will your business operate in NB? ☐ Yes ☐ No

EMPLOYMENT HISTORY

Give details of most recent history first.

Employer Name & Address	Type of Work	Effective From	Effective To

REFERENCES – List two people not related to you that we may contact.

_____	_____	_____
First name	Last name	Phone number
_____	_____	_____
First name	Last name	Phone number

I certify that the information provided by me in this application is true and complete. I hereby authorize the Department to use the information provided to administer the Student Entrepreneurship component of the Student Employment and Experience Development Program (SEED), to determine and verify my eligibility (including performing a credit check), and if I am approved under this component, to conduct follow-up evaluations and monitoring with me.

_____	_____
Applicants signature	Date
_____	_____
Name of Parent, Guardian or Trustee (please print)	Signature
	Date

Attachement B

WRITTEN PROJECT DESCRIPTION

A Written Project Description must be attached to your application form. Research the following areas in detail in order to provide WorkingNB and the financial institutions with a comprehensive picture of your business.

Your WorkingNB regional office can help you in writing the project description.

YOUR APPLICATION WILL BE DELAYED IF THE REQUESTED INFORMATION LISTED BELOW IS NOT PROVIDED.

1. OPERATION

a) Business

Describe your product or service in detail, as well as the location where your business will be operated. If you are operating on property other than your own, provide the lease agreement that you have with the owner or the name and telephone number of the individual from whom you will be leasing. If you are operating a franchise, please include a copy of your signed franchise agreement with your application.

b) Management

State the names of all partners. Describe the work each partner will perform in the business and the experience or specific skills each brings to the business. If your business is a partnership, include a partnership agreement signed by the involved participants where applicable.

Remember each partner must complete a Personal Information Sheet.

2. MARKETING PLAN

Please comment on the following aspects of your marketing plan:

a) Price:

- What price will you charge for your product or service?
- How did you determine this price?

b) Customers:

- Describe how you will inform potential customers about your service or product.
- Who are your potential customers?
- What is the estimated market size?
- Why will potential customers want to buy your product or use your services?
- If possible, provide the names, addresses and telephone numbers of potential customers who have expressed a real interest in your service or product.
- Provide details of any confirmed orders.
- How will you transport your product and what costs are involved?

c) Competition:

- Who are your competitors?

3. FINANCING

Please itemize and describe fully how you intend to utilize your Student Entrepreneurship Loan and include actual price estimates or quotes, where possible. Please identify whether the items will be bought or rented.

For merchandise that will retain a substantial value on a personal basis once your business has ceased operations, only a fraction of the total price will be considered eligible toward the start-up costs of your venture (e.g. lawn mower, computers, etc.).

4. REPAYMENT

State how you will repay your loan by **October 15th**, if your venture is not profitable. If this repayment will be in the form of assistance from a family member or acquaintance, include a signed letter from this individual confirming his/her participation.

5. REGULATIONS AND INSURANCE

The following are areas that may be applicable to your business. If approved, you will be asked to answer the appropriate sections.

Responses at this time are helpful but not required.

- a) Register your business name. The registration of a business name may be required when you are engaged in a business for trading, manufacturing or mining and operating under any name other than your proper given name. Contact Service New Brunswick - Corporate Affairs (506) 453-2703 or visit [Corporate Registry of New Brunswick](#)
- b) Obtain the permits and licenses that are required by either the municipality or industry that you are operating in.
- c) Purchase the necessary insurance for business, liability or vehicle. For more information, contact any insurance agent.
- d) Obtain an employer number and obtain a retail sales tax number. Employer numbers are required if you will be hiring employees. You must also be aware of the necessary deductions. Retail sales tax numbers are required if you expect to be selling taxable goods for a value of \$30,000 or more. Contact the Canada Revenue Agency office at 1-800-959-5525.
- e) Register your business with the WorkSafe NB. This is mandatory if you will be employing three or more persons at any one time. For more information, visit www.worksafenb.ca

WorkingNB Regional Offices

Bathurst

275 Main Street, Suite 300
Bathurst, NB E2A 1A9

506-549-5766

PETLTravailNBRegion1@gnb.ca

Campbellton

157 Water Street, Main Floor, Suite 100
Campbellton, NB E3N 3L4

506-789-2411

PETLTravailNBRegion1@gnb.ca

Caraquet

20E St-Pierre Ouest Blvd
Caraquet, NB E1W 1B7

506-726-2050

EPFTTravailNBpeninsuleacadienne@gnb.ca

Edmundston

121 de l'Église Street, Carrefour Assomption
Suite 308, P.O. Box 5001
Edmundston, NB E3V 3L3

506-735-2263

PETLTravailNBRegion1@gnb.ca

Fredericton

300 St. Mary's Street
P.O. Box 6000
Fredericton, NB E3B 5H1

506-453-2377

PETLWorkingNBFrederictonregion@gnb.ca

Grand Falls

160 Réservoir Street
Suite 101
Grand Falls, NB E3Z 1G1

506-473-7572

PETLTravailNBRegion1@gnb.ca

Miramichi

152 Pleasant Street
Miramichi, NB E1V 1Y1

506-624-2161

PETLworkingNBMiramichi@gnb.ca

Moncton

200 Champlain Street
Suite 320, P.O. Box 5001
Dieppe, NB E1A 1P1

506-869-6944

PETLWorkingNBSoutheastRegion@gnb.ca

Neguac

1175 Rue Principale,
Neguac NB E9G 1T1

1-506-776-3868

PETLworkingNBMiramichi@gnb.ca

Perth-Andover

19 Station Street
Perth-Andover, NB E7H 4Y2

506-273-4559

PETLWorkingNBWoodstock@gnb.ca

Richibucto

25 Cartier Blvd., P.O. Box 5004
Richibucto, NB E4W 5R6

506-523-7602

PETLworkingNBMiramichi@gnb.ca

Sackville

170 Main Street, Unit C-1
Sackville, NB E4L 4B4

506-869-6944

PETLWorkingNBSoutheastRegion@gnb.ca

Saint John

15 Market Square, Suite 900
Saint John NB E2L 1E8

506-643-7258

PETLSaintjohn@gnb.ca

Shediac

342 Main Street, Centreville Mall, Unit 144
Shediac, NB E4P 2E7

506-533-3325

PETLWorkingNBSoutheastRegion@gnb.ca

Shippagan

182 J.D. Gauthier Blvd.
Shippagan, NB E8S 1P2

506-336-3030

EPFTTravailNBpeninsuleacadienne@gnb.ca

St. Stephen

5 Route 170,
St. Stephen, NB E3L 2Y7

506-466-7627

PETLSaintjohn@gnb.ca

Sussex

707 Main Street
Sussex, NB E4E 7H7

506-432-2110

PETLSaintjohn@gnb.ca

Tracadie-Sheila

3514 Principale Street, 2nd Floor
Tracadie-Sheila, NB E1X 1C9

506-394-3809

EFPTTravailNBpeninsuleacadienne@gnb.ca

Woodstock

111 Chapel Street, Unit 201
Woodstock, NB E7M 1G6

506-325-4406

PETLWorkingNBWoodstock@gnb.ca

Cash Flow Forecast - Form C

Please refer to the definitions supplied.

Form C is a planning tool that enables you to have sufficient cash on hand to operate your business. It helps you to decide when to rent or buy necessary items and when you can make loan repayments in order to reduce your loan payable on **October 15th**. Timing your expenditures helps you avoid cash shortages.

	\$
Name of business	Amount Requested
Applicant(s)	
Date business operation to begin	Date loan required

	April	May	June	July	August	September	October
CASH RECEIPTS (Money you get)							
Student entrepreneurship loan							
Other (specify)							
Total sales (Gross Revenue)							
Disposal of equipment							
TOTAL							

CASH DISBURSEMENTS (Money you pay out)							
Purchase of equipment							
Rental of equipment							
Labour							
Owner's drawings							
Materials							
Temporary rentals							
Advertising							
Utilities							
Office supplies							
Other (specify)							
Loan repayment							
TOTAL							

NET CASH (Total cash receipts minus total cash disbursements)							
Monthly surplus							
Monthly Deficit							
Cumulative (to date)							

Definitions

CASH RECEIPTS (MONEY YOU GET)

Student Entrepreneurship Loan The amount of money you need to borrow for your operation (Student Entrepreneurship Loan not to exceed \$3,000).

Other (Specify) Money invested in your project from sources other than the government loan or money generated by your business each month. Included here will be money invested in your project from personal sources (e.g. a savings account, gift, etc.).

Total Sales (Gross Revenue) The total amount of money you expect to receive when you sell your goods or services.

Disposal of Equipment (Fixed Assets) Money received for fixed assets sold or returned. Fixed assets are equipment of a permanent nature which you need in order to operate your enterprise (e.g. ladders, lawn mower, computer, etc.). These items have a lasting value and are not fully consumed in the operation of your business. You can either purchase or rent your fixed assets.

CASH DISBURSEMENTS (MONEY YOU PAY OUT)

Purchase of Equipment (Fixed Assets) Money you spend monthly for the purchase of equipment.

Rental of Equipment (Fixed Assets) Money you spend monthly on the rental of equipment or premises.

Labour Estimate of wages to be paid for owner(s) and employees.

Owner's Drawings Withdrawal of funds from the business.

Materials Items you need to buy that are consumed in performing the service or manufacturing the product (e.g. paint, pool chemicals, yarn, etc.). These are directly related to production or service delivery.

Temporary Rentals Money you spend on renting special equipment for a specific period of time.

Advertising Advertising and promotion costs.

Utilities Expense you intend to spend on services such as light, heat, water or telephone.

Office Supplies Money you spend on supplies in your office (e.g. pens, paper, etc.).

Other (Specify) Money you spend for items not listed above. This may include insurance payments, registration fees, WorkSafe NB, etc.

Loan Repayment Loan repayment installments to be completed by October 15th.

NET CASH (TOTAL CASH RECEIPTS MINUS TOTAL DISBURSEMENTS)

Surplus Surplus remaining after all monthly expenses are paid.

Deficit Cash loss from the operation.

Cumulative Total net cash for the term of the business to date.