CO-OP APPLICATION

To register for the Co-op option, you must read and agree to comply with the following conditions and return the completed form to the Co-op Coordinator.

I understand that, in order to participate in a Co-op placement, I must:

1. Be registered as a full-time student in AMT or CST.
2. Attend all co-op workshops (including but not limited to workplace etiquette, interview skills, CV writing).
3. Meet the general and specific co-op eligibility requirements described in the eligibility document.
4. Remain in good academic standing during the semester prior to the co-op placement.
5. Be registered to return to full-time studies in the semester after the co-op placement.
6. Sign and/or complete the required documents (i.e. work agreement, confidentiality agreement, performance evaluation, co-op report).
7. Pay the co-op administration fee.
8. Be eligible to work in Canada*.

    * International students should consult the Canada Citizenship & Immigration website (www.cic.gc.ca/english/study/work.asp) and the Champlain-Lennoxville Registrar's Office for more information.

Furthermore, I understand that:

9. If I have not met all the co-op requirements, I may not be permitted to participate in a co-op placement.
10. There is no guarantee that I will be placed in a co-op position.
11. I must actively participate in the job search on my own.
12. All placements must be approved by the Co-op Coordinator.
13. In order to receive a co-op option D.E.C. I must participate in two paid co-op placements.
14. Some co-op placements may be open to Canadian citizens only.
15. In the event that the co-op criteria are not met, a standard D.E.C. (without the co-op option) will be issued when I graduate.

I understand and agree to the conditions outlined above and confirm that I wish to participate in the co-op option.

I am eligible to work in Canada   Yes ☐   No ☐

I am a Canadian citizen   Yes ☐   No ☐

Student name: _____   Student number: _____
(please print)

Student signature: _____   Date: _____