



PEY JOB OFFER ACCEPTANCE FORM (2018 – 2019)

Please complete this form and upload it to my “documents” in the [ECC Career Portal](#).

Student Information

Last Name: _____

First Name: _____

Student Number: _____

Email Address: _____

PEY Placement

Company: _____

Job Title: _____

Job Number (Career Portal): _____

Start Date: _____

End Date: _____

PEY Agreement

I agree to abide by the following program policies and procedures during my internship:

1. I will provide the ECC PEY Office with a signed copy of my Offer Letter/Contract on the ECC Portal
2. I agree to pay the PEY placement fee of \$975.00 and the part-time incidental fee that will be posted on ACORN, in accordance with the payment instructions and deadlines provided by the Student Accounts Office. Failure to pay these fees will result in the termination of the PEY internship. I understand that the PEY placement fee is non-refundable.
3. I understand that honouring this professional commitment and contractual agreement of my internship is important. In this very competitive process, I successfully obtained and accepted this internship opportunity that could have been offered to another student. As such, I will follow through on my commitment, recognizing that the employer has also made a commitment to provide this opportunity for the agreed 12-16 month duration.
4. I agree to commit to a 12-16 month continuous work term in the same organization. I will not withdraw my acceptance or resign pre-maturely without any prior discussion with both the Director of the PEY-ECC (or designate) and the designated Employer representative. I understand that if I do resign without said prior discussion:
 - the status of my PEY internship and credit will be revoked
 - I will be expected to pay the PEY placement fee and part-time incidental fee regardless of the number of months that I have worked
5. I will adhere to the commitments required as a PEY intern, including but not limited to, the submission of the evaluation forms and the PEY paper (further details will be communicated to all PEY interns at the end of the winter term).
6. International Students - I will upload a copy of my Co-op Work Permit on the ECC portal to confirm my eligibility to work with the Employer.
7. After completing my internship, I agree to return to school in Fall 2019 to continue my studies as a full-time undergraduate student, which is a government mandated requirement for co-op and internship programs.

Student Signature: _____ Date: _____