



### PEY CO-OP WORK TERM ACCEPTANCE FORM (2020 – 2021)

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

#### Student Information

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### PEY Co-op Work Term

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Number (Career Portal): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### PEY Co-op Agreement

I agree to abide by the following program policies and procedures during my co-op work term:

1. I will provide the ECC PEY Co-op Office with a signed copy of my Offer Letter/Contract on the ECC Portal
2. I agree to pay the PEY Co-op work term fee of \$975.00 and the part-time incidental fees 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 Co-op position.
3. I understand that the PEY Co-op fees are non-refundable.
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 prior discussion with both the Director of the PEY Co-op/ECC (or designate) and the designated Employer representative. I understand that if I do resign without said prior discussion:
  - the status of my PEY Co-op work term and credit will be revoked
  - I will be expected to pay the PEY Co-op work term fee and part-time incidental fees regardless of the number of months that I have worked
5. I understand that honouring this professional commitment and contractual agreement of my co-op work term is important. In this very competitive process, I successfully obtained and accepted this co-op 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.
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. I will adhere to the commitments required as a PEY Co-op student, including but not limited to, the submission of the evaluation forms and the PEY Co-op Final Report (further details will be communicated to all PEY Co-op students at the end of the winter term).
8. I understand that the PEY Co-op non-academic credit is contingent upon the completion of my contract and the submission of the evaluation forms and final report.
9. After completing my co-op work term, I agree to return to school in Fall of 2021 to continue my studies as a full-time undergraduate student. This is a government mandated requirement for co-op programs.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_