

CO-OP DECLARATION
For Change to Student Record & For Registration in Work Terms

UPEI ID# _____ **Name:** _____
E-mail: _____ **Tel:** _____

I am a *current* student at UPEI in the **Faculty or School** of :

- Business Science – Computer Science Science – Physics

A. Update my Student Record

- by adding the Co-op Program for my Faculty/School to my enrolment information (proof of payment of the \$_____ Co-op Entrance Fee is required for this request to be valid); **or**
 by removing the Co-op Program for my Faculty/School from my enrolment information;

B. Register in a Co-op Work Term, for which I will pay the Program Fee of \$_____ by the deadline for academic payment for the applicable semester. (Please note: For the September term the University tuition deposit must be paid for this request to be valid).

Work Term # _____ **Course ID** _____ **Work Term Period:** _____

Employer: _____

I accept this job offer and agree:

- to conduct my work term with the employer noted at the stated rate of pay
- this agreement constitutes acceptance for the Co-op work term, and confirms my responsibility to remit the Co-op fee as shown in the Co-op Fee Schedule, by the appropriate date, and applicable student fees to the University, failure to do so could result in late fees or removal from the Co-op Program. Payment or arrangements to pay late can be made with the Accounting Office www.upei.ca/Accounting
- this document authorizes my agreement to be registered in the work term stated above and for which I will pay the Program Fee by the deadline shown in the University Calendar
- Business students only – to submit a **Work Term Journal** to the Co-op Office no later than the **second Friday** of the **second month** of the work term
- to submit a **Work Term Report** to the Co-op Office no later than the **first Friday** of the academic semester directly following the completion of the work term. **PLEASE NOTE: Failure to submit a report will result in a failing grade for the work term.**

Preamble: This contractual agreement is between the University of Prince Edward Island and the Co-op student; **it is not a contract of employment.** Breach of this agreement is limited to loss of academic credit for the work term and loss of registration in Co-operative Education. As part of the contractual agreement drawn between the University and the Co-op Student, the student is permitted to withdraw at any time. Such a withdrawal results in the loss of standing in Co-operative Education and the student will be required to meet any outstanding financial obligations that may have been incurred. Unauthorized withdrawal from the Co-op work term interferes with the successful operation of a Co-operative Education Program. Therefore, this written agreement is obtained from the Co-op student which confirms acceptance of the Co-op position offered, and that the student will continue to work in this position until released or transferred with the approval of the Co-operative Education Coordinator.

Student's Signature: _____ Date: _____

Coordinator's Signature _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Received in the RO on _____.
Above action taken by _____ (initials) on _____ (date); copy placed in student's file.
October 16, 2009