

Co-operative Education and Work/Study Agreement Signature

Incomplete submissions will not be accepted for processing.

The Co-operative Education and Work/Study Agreement Signature form is required for students who are on York University's approved co-op work terms and would like to be hired into a Work/Study position. Students are required to obtain the signatures of their respective Co-operative Education Office and the Work/Study hiring manager before a petition can be processed to Work/Study Administration. Please submit this form as part of your petition application: <https://forms.office.com/r/OXNkW1RS5a>

Student Information (please print)

Student Number:	Last Name/Family Name:	Given Name(s):
Telephone:	E-mail:	

Indicate the Work/Study term in which you wish to do a Work/Study position and co-op work term.

- ☐ Fall/Winter 20 ___/20___
- ☐ Summer 20___

Work/Study Position and Co-op Work term Information

Work/Study Position Information		
Work/Study Title:	Work/Study Hiring Department:	Work/Study Hiring Manager:
Expected Hours of Work/Study Employment (please list the proposed work schedule per week of the hired student (e.g., Monday – Friday, 9 am – 4:30 pm):		Work/Study Hiring Manager's Signature:
Co-op Work Term Information		
Faculty:	Co-operative Education Office:	Co-operative Education Office Signature:

- **Approval of Petition:** By submitting this form, you are signifying that you request to be considered for exception to do a work/study position while on a co-op work term. If your petition is approved, you will be notified via email. Please note that if you are approved for a co-op eligibility petition and you are doing 35 hours or more at your co-op placement, you are only allowed to do up to a maximum of 15 hours per week in the Work/Study position.

Student's Signature:	Date (dd/mm/yy):
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Office Use Only:

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- evaluation of academic and non-academic programs;
- assistance to student associations, retiree associations and the University's Alumni Association;
- financial assistance, awards and payment of fees;
- alumni and development activities;
- institutional planning and statistics;
- centralization or sharing of service delivery among academic units, administrative services and programs;
- reporting to government agencies, funding agencies and professional licensing bodies;
- fulfillment of requirements related to affiliated institutions;
- employment related matters;
- safety and security;
- detection, monitoring, and prevention of non-compliance with policies, regulations and procedures; and
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- research and statistical activities; and
- compliance with policies, procedures, and regulations.

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