

Agreement for Engineering and Science Co-op Program

Terms and Conditions (Students)

I, _____, understand and agree that:

- A co-op fee is due and payable to Financial Services by the end of the second month of each work term whether I found the work term through the co-op program or if it was self-developed
- I will abide by the UNB student Code of Conduct www.unb.ca/fredericton/studentservices/student-conduct/
- I will abide by the UNB Acceptable Use Policy www.unb.ca/its/about-its/policies-guidelines/index.html
- Students who return to a previous co-op employer for a term that could be considered part of their co-op program requirements will be responsible for paying the co-op fee for that term
- I will be required to use my UNB email account as this is the primary way I will be contacted regarding interviews, offers of employment, work term placements, work site visits and important co-op notices
- To participate and continue in the co-op program, I must maintain an acceptable academic standing according to the regulations of my program
- There may be other prerequisites which must be fulfilled according to the timeline of my co-op program (students should check with program specific regulations)
- Work terms are not guaranteed and the likelihood of securing a placement is directly related to the effort I apply to my search
- I will apply for a wide range of co-op positions, including those outside my geographic region, in a strong effort to secure a work term. I understand that participation in the co-op program may require me to accept positions anywhere in Canada and to pay, where required, the necessary travel expenses to relocate. If I have any restrictions concerning job duties, location or travel, I will discuss these with my co-op coordinator.
- I will not amend any of the grades listed in my record of marks
- I will not misrepresent myself by submitting an inaccurate record of my marks
- The co-op postings on experience.unb.ca are password protected. Consequently, I agree to not share any information about co-op postings or employers with any other individual. I understand that if I fail to maintain the security of the experience.unb.ca, I will be dismissed from the co-op program and

- I must be legally eligible to work in Canada.

(If I am at UNB on a study permit, I agree to review the process for obtaining a co-op work permit on the Immigration and Citizenship Canada website; complete any forms required to request the work permit within two weeks of my admission to co-op; pay any costs that may be associated with requesting or obtaining the work permit; and accept the terms of the work permit. I understand that I am responsible for obtaining a co-op work permit and for ensuring that my visa documents, including passport and entry, study and work permits, remain valid for the duration of my participation in the co-op program.)

Privacy Statement

UNB and its' co-op programs are committed to protecting the personal information of all students and program participants. The information submitted with your co-op application creates your Co-op Portfolio which will be supplied to prospective co-op employers at their request. I agree to allow the co-op program to solicit positions on my behalf.

Note: If you do not want your personal information shared with prospective employers, you must notify your respective co-op program office indicating specific items to be withheld.

I give my consent to the co-op program to disclose and release personal information consisting of, but not limited to, the following personal information that may be included in my Co-op Portfolio:

- | | | |
|---|-------------------------|-------------------------|
| • Application for co-op work permit or study permit | • Employer Evaluation | • Offer Letter |
| • Criminal Record Check | • High School Diploma | • Resume |
| • Reference/Character Reference Letter | • Unofficial transcript | • Passport |
| • Social insurance card and/or number | • Cover Letter | • Security Release form |
| | • Driver's Abstract | |

For more information on the protection of personal information at UNB, please consult the University Secretariat, University of New Brunswick, PO Box 4400, Fredericton, NB, E3B 5A3 www.unb.ca/secretariat (506) 453-4613

- *If you do not understand **all** the terms of participation, please ask a co-op coordinator to clarify **before** accepting admission to co-op.*
- *By **accepting** and signing these terms, I confirm that I have **read** the conditions of admission to co-op and the Privacy Statement, **understand** them and **agree** to meet the conditions.*
- *By **accepting** and signing these terms, I understand that this contract is in effect for the duration of my participation in co-op throughout my degree until I graduate.*
- *By **declining** to sign, I understand that I will **not be admitted** to the co-op program.*

Name (print)

Student Number

Signature

Date