Mandatory Co-operative Education Registration Form

To be completed by the student, faculty, and Academic Chair prior to the start of the co-op

This Co-operative Education Registration Form is to be used by students who are required to complete a co-op from the following programs: *Business - Hospitality, Business - Tourism, Culinary Management*

By completing and signing this form, I give consent for my information to be shared with my employer.

Until you have been approved you are not considered enrolled in a co-op program (this includes paying tuition).

CO-OPERATIVE EDUCATION INFORMATION (All information is required) Must be completed by the student.	
Student's Legal Name:	
Name used, if not Legal Name:	
Student ID Number:	
Street Address: (May 1st – August 31st)	
Postal Code:	
City/Town:	
NSCC Email Address:	
Alternate Email Address:	
Program:	**Year of Study:** First ☐ Second ☐
Campus:	
Work Experience Start Date:	
Employer/Organization:	
Direct Supervisor Name:	
Direct Supervisor Phone Number:	
Direct Supervisor Email:	

In order to be eligible for co-op work experience, you must:
- ☐ Be a first-year student,
- ☐ Have your job description approved by the Faculty Advisor or Academic Chair
- ☐ Work a minimum of 12 weeks or 420 hours and be remunerated (paid) for the position.

International Students require an international work permit.

Student Signature:	**Date:**

Note: Tuition for Co-operative Education course is the amount of one credit course, payable to the Business Office at the local campus. This tuition is non-refundable if a student withdraws or does not complete the course. If a student is unable to obtain an approved Co-op placement, or does not meet eligibility requirements, tuition will be refunded. All tuition and fees must be paid to the Business Office to be eligible for graduation.

Once you have completed this form, please send to workexperience@nscc.ca along with a copy of your job description.

Please send the completed registration form to the Registrar's office at your campus, and copy (cc) your Academic Chair.

Sept 2023