YORK
UNIVERSITÉ
UNIVERSITY

VICE-PROVOST
TEACHING & LEARNING

Co-operative Education & Experiential Learning

4700 KEELE ST.
TORONTO ON
CANADA M3J 1P3

askcoop@yorku.ca

York University Co-op Program Terms and Conditions

Students participating in the York University Co-op program must adhere to these Terms and Conditions throughout all program activities, including preparation courses, job searching, and work terms. These terms are presented to students at multiple points during participation in the program for transparency. Students must review and accept the Terms and Conditions upon admission to the program and at the beginning of each job search cycle to access co-op opportunities.

Co-op students represent York University and themselves as emerging professionals, serving as ambassadors to employer partners. Professional conduct during courses, recruitment events, job searches, and work terms is essential for maintaining strong industry relationships. By accepting these terms, students commit to upholding the professional standards that ensure program excellence.

Upon admission and throughout involvement with the Co-op Program, I will:

1. Comply with the guidelines, policies and procedures applicable to a student as provided by the Co- op Program as outlined in this document; as well as, York University's Code of Student Rights & Responsibilities ; Senate Policy on Academic Honesty; as well as the Co-operative Education and Work- Integrated Learning Canada (CEWIL Canada) recruiting ethics.
2. Pay the one-time, non-refundable $200 program enrollment fee; which will be applied to my York Student Account. (This fee is charged only once throughout your involvement with the program. Depending on your faculty, this fee is in addition to the Co-op Preparatory Course fees offered by your faculty e.g. EU/COOP 2001 or SC/COOP 2000 or WRIT 2202 or HH/COOP2999)
3. Represent the Co-op Program, and York University and will conduct myself in a professional and ethical manner in all my interactions with employers and the Co-op Program.
4. Communicate and interact with the Co-op Program and employers in a timely, respectful, professional manner, including attending meetings, appointments, and interviews on time and as scheduled.
5. Keep my contact information up to date within Co-op Portal.
6. Accept that failure to comply with the terms and conditions listed here as well as the academic requirements may result in a deactivation from the Co-op Program without refund of fees as well as a Fail grade in the work term course for students on a work term.

To maintain eligibility and status as a Co-op student, I will:

1. Verify that I do not have an enrollment block (advising, financial or academic). If so, I will not be enrolled in the mandatory work term courses which can affect my student status. A block may result in de-enrollment from the Co-op Program.
2. Continue to ensure I meet the academic requirements based on my faculty including GPA, full-time status and Honours* standing. I will retain the minimum number of required credits remaining to complete my Honours* degree, as specified by my Faculty and Degree Program.
3. Return to York University full-time for a minimum of one term after completing each work period/work block.
4. Acknowledge that my participation in the Co-op program will end once I exceed the maximum credits required.

During my job search, I will:

1. Actively and positively utilize and participate in the job search services and employer events offered by the Co-op Program (e.g. workshops, one-on-one services such as résumé reviews, interview practice and job search strategy advising) and adhere to the event/appointment no-show and cancellation policy.

based on faculty offerings



- Cancellation policy: students must cancel their registration in events and appointments within 24 hours. Late cancellations will result in being marked as a no-show.
- No-show policy: students who have 3 no-shows in one calendar year will be blocked from further event registrations for one semester. 3 no-shows for an appointment in one calendar year will also incur a block. Students will be required to consult with a Co-op Coordinator for steps on how to remove the block.

2. Proactively engage in my job search, understanding that enrollment in the Co-op Program does not guarantee a position and that the interview and hiring decision are at the discretion of the employers. Co-op is not a placement program; it is a competitive process to secure a position. I will conduct my job search using the Co-op Portal; as well as actively search for external opportunities.
3. Acknowledge that positions in the Co-op Portal are posted solely for the benefit of qualified Co-op students. Sharing of these postings is strictly prohibited.
4. Understand that GPA is only one factor that is considered by employers in the competitive hiring processes. Additional factors that contribute to successfully securing a Co-op may include extracurricular involvement, work experience, communication and interpersonal skills, and interest in position.
5. Inform the Co-op Program prior to accepting an interview and/or job offer to verify that the position is an approved Co-op if the following conditions apply:
   - the role was not posted on the Co-op Portal
   - the role is not directly relevant to my degree and career development goals
   - the employer is not a current or approved Co-op employer
6. Accept that salary negotiations are part of the job search process and is my responsibility; the Co-op Program will act as a resource for how to approach conversations but the decision on salary presented in the job offer is up to the employer.
7. Acknowledge that upon accepting a Co-op job offer, I am agreeing to the Work Term Conditions outlined below; I will automatically be enrolled in the required work term course(s) and pay the applicable course fee(s) through my York Student Account.

Work Term Conditions

On a Work Term Roles and Responsibilities. I will:

1. Complete each work period that I have committed to with my employer and the Co-op Program. In general, failing to honour the co-op employment contract (including reneging on an offer), as well as the conditions for students on a work term outlined below will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
2. After the completion of each of my work period (e.g. end of my employment contract), I will return to York University to complete my degree studies as a full-time student (at least 9 credits per semester).
3. Report all extensions offered to me to ensure my work terms is approved and part of my Co-op sequence. This includes invitations to return to the same employer after a study term.
4. Withdraw from consideration for other positions and refuse any future offers for the duration of each of my co-op work term contract
5. Not request changes to my contractual hours of work for the co-op position, without prior written approval from the co-op program.
6. Prioritize co-op responsibilities and show commitment to the co-op by adhering to conditions stated on the employment contract. Paid or unpaid positions outside of my co-op must not interfere with co-op hours.
7. Keep all contact information within the Co-op Portal up to date, including my work contact details as well as my supervisor's work contact details.
8. Agree that the Co-op Program reserves the right to contact my employer to discuss my co-op,

employment status and progress.

Course Enrollment. I acknowledge:

1. With the acceptance of a Co-op job offer, I will automatically be enrolled in the required work term and faculty-specific PD course(s). I acknowledge that for the PD courses that are credit-bearing, regular academic tuition fees apply. I will pay the applicable course fee(s) for each work term as determined by my faculty (noted below) through my York U Student account.

   Faculty or School specific work term courses and PD courses while on a work term:

   - Lassonde School of Engineering:
     - Upon acceptance of the first co-op work period (work block), automatic enrollment in PD Course, LE/COOP 2100 2.0 and work term course, LE/COOP 2109 0.00 concurrently. Each additional co-op work term will have LE/COOP 2109 0.00 enrollment.
     - Upon acceptance of the second co-op work period (work block), automatic enrollemnt in PD Course, LE/COOP 3100 2.0 and work term course, LE/COOP 3109 0.00 concurrently. Each additional co-op work term will have LE/COOP 3109 0.00 enrollment.
   - Faculty of Science:
     - Upon acceptance of the first co-op work period (work block), automatic enrollment in work term course SC/COOP 2001 0.00 or SC/COOP 3001 0.00 or SC/COOP 3002 0.00 or SC/COOP 3003 0.00 depending on length of work term
     - Upon acceptance of second co-op work period (work block), automatic enrollment in work term course SC/COOP 3001 0.00 or SC/COOP 3002 0.00 or SC/COOP 3003 0.00 depending on length of work term
   - Faculty of Environmental and Urban Change:
     - Co-op alternating model:
       - Upon acceptance of the first co-op work period (work block), automatic enrollment in work term course EU/COOP 2109 0.00. Each additional 4-month work term will have EU/COOP 2109 0.00 enrollment
       - Upon acceptance of second co-op work period (work block), EU COOP3109 0.00, each additional 4-month work term will have EU/COOP 3109 0.00 enrollment
       - Upon completion of second co-op work period, automatic enrollment in EU/COOP 4001 3.0 during the study term immediately following the work term.
     - Co-op internship model:
       - Upon acceptance of the first co-op work term, automatic enrollment in work term course EU/COOP 2109.00
       - Each additional work terms will have EU/COOP 3109 0.00 enrollment
       - Upon completion of second co-op work period, automatic enrollment in EU/COOP 4001 3.0 during the study term immediately following the work term.
   - Faculty of Health:
     - Co-op alternating model:
       - Upon acceptance of the first co-op work period (work block), automatic enrollment in work term course HH/COOP 3111 0.00. Each additional 4-month work term will have HH/COOP 3111 0.00 enrollment
       - Upon acceptance of second co-op work period (work block), HH/COOP 3222 0.00, each additional 4-month work term will have HH/COOP 3222 0.00 enrollment
     - Co-op internship model:
       - Upon acceptance of the first co-op work term, automatic enrollment in work term course HH/COOP 3111 0.00
       - Each additional work terms will have HH/COOP 3222 0.00 enrollment
   - Faculty of Liberal Arts & Professional Studies Markham Campus:
     - Upon acceptance of the first co-op work period (work block), automatic enrollment in work term course AP/COOP 2000 0.00. Each additional 4-month work term will have AP/COOP 2000 0.00 enrollment
     - Upon acceptance of second co-op work period (work block), automatic enrollment in work term course AP/COOP 3000 0.00. Each additional 4-month work term will have AP/COOP 2000 0.00 enrollment

- Faculty of AMPD Markham Campus : Zero Credit & PD Courses TBA prior to Summer 2026

Studying While on a Work Term:

I will adhere to the policy of studying while on a work term as outlined below:

1. The program allows students to request permission to enroll in a maximum of one course (up to 3 credits) per term while on a co-op/internship work term. For permission, I will submit the request to the Co-op Program via email to askcoop@yorku.ca, including the course name and catalogue number.
2. I acknowledge that I will not ask professors or supervisors for permission. The final decision on granting permission will be from the Co-op Program.
3. The course must not conflict in any way with the contracted hours of work or have on-campus involvement (Please Note: this does not apply to the required work term course(s)).
4. The course must be offered during evenings, online (asynchronous) or weekends.
5. Project courses, including capstone (ENG 4000, CIVL 4000, EECS 4088, ENVS 4003,IHST 4800,CAPS 4000, SOSC 4101) and C4 Gateway courses (e.g. KINE 4060, SOSC 4101, EECS 4080/4090,ENVS 4003, PANF 3999) or equivalent are not permitted while on work term.

Leaving or ending a work term early:

1. Upon registration of the co-op job offer, my enrollment in the applicable work term course(s) will be automatic. I agree to complete each work period and for the full duration that I have committed to with my employer and the co-op program. Failure to do this will result in the consequences outlined below.
2. If I am unable to complete my work term, I will contact my Co-op Coordinator as soon as possible for guidance.
    - *Note: The co-op team can help facilitate and mediate any difficulties that can arise within the workplace. Be sure to reach out to the Co-op team for assistance before taking action*

Consequences for leaving or ending a work term early:

1. In general, failing to honour my co-op employment contract will result in a Fail grade in the work term course, de-enrollment from the program and ineligibility for subsequent work terms.
2. A fail grade on my official transcript may have a negative impact on future employer screenings of my transcript for full time new graduate positions.

Circumstances which may warrant ending or leaving a work term early:

1. If I have an extenuating circumstance, which may involve unsafe work conditions, I will contact my Co-op Coordinator prior to taking any action to discuss my concerns, situation and/or reasons for leaving my work term early.
2. If I experience unsafe work conditions, including examples listed below, I may terminate the co-op contract, and contact my Co-op Coordinator as soon as possible.

    Examples of Unsafe Work Conditions:

    - Workplace Violence, Harassment or Discrimination
    - Health and safety concerns
    - Medical and/or compassionate reasons

International students and co-op work authorization

1. International students must have a valid co-op work permit on hand prior to accepting and

starting the work term. (Submission of application is not a guarantee I will receive the co-op work permit).

2. It is my responsibility to ensure that I have a valid co-op work permit for the duration of my co-op work terms.
3. I will contact the Co-op Program if a permit extension is required.
4. The Co-op Work Permit I secure will only be used for approved work terms by the Program and become invalid upon opting out of the program.
5. For questions regarding co-op work permit, including how to extend work and/or study permit, I will contact York International to speak to an International Student Advisor and Immigration Specialist. *https://yorkinternational.yorku.ca/international-student-advising/*
6. *For additional detailed information from Immigration, Refugees and Citizenship Canada (IRCC), I will visit https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html*

Financial Considerations while on Work Term

Governed by York University

1. Co-op students may not be eligible for grants and student loans while on a co-op work term.
2. Enrollment in the mandatory co-op/internship course(s) is considered full-time course load for OSAP purposes.
    - students who have received OSAP in the past may be eligible to apply for continuation of interest-free status (CIFS). When student loans are in interest-free status, they do not have to make payments and interest is waived on their OSAP loans.
    - For more information about applying for interest-free status, including deadlines to apply, review the Government of Ontario's OSAP website. Students are expected to keep up to date on application deadlines pertaining to OSAP loans including CIFS. For support and questions pertaining to your account, visit the York University OSAP website and connect with Registrarial Services directly. Check out their website for ways to connect with their team in person, virtually, by telephone (416-872-9675) or email (rscheck@yorku.ca)
3. To maintain your **student health & dental plan coverage** as per your relevant student union (noted below) while you are on a work term, students are responsible for ensuring they opt-in during the opt-in periods. Students should always check their Student Account Statement to confirm enrollment before seeking undergoing treatments or purchasing services and medications. Contact the Co-op Program if you need a supporting letter to verify your active student status.
    - Undergraduate students: YFS Health & Dental Plan
    - MBM Graduate Students: YUGSA Health & Dental Plan
4. If you hold a scholarship, you may be able to defer it, contact the Undergraduate Student Awards at bursary@yorku.ca.

In return, you can expect the Co-op Program will:

1. Maintain confidentiality in all communications with you. Information will only be shared among Co-op Program team members to ensure we can provide you with comprehensive support.
2. Work with students in a timely, respectful, professional manner.
3. Provide career development support (e.g. résumé reviews, interview practice, job search strategies) to help you secure your co-op terms
4. Respond to Co-op Program related inquiries and requests within a reasonable time frame
5. Notify participants of any disruptions to normal Co-op Program operations and timelines
6. Maintain current and accurate Co-op Program job posting information on the Co-op Portal

As a York University Co-op student, I have reviewed and agree to the above Terms and conditions, expectations, roles, responsibilities and requirements. I understand that failure to comply with any of the above regulations throughout my participation in the Co-op Program, my Co-op status will be reviewed and potentially reversed by the Co-op Program.