Tuition Fee Structure for Co-op

The following tuition assessment schedule would apply *only* to those students who **WITHDRAW** from the co-operative education program. There would be no change to the current assessment of tuition fees for students who honour their commitment to the co-operative education program.

The rationale:
- Each co-op term is eight months in duration (four months on-campus preparation and four months on the job) which is reflected in the full-unit of credit earned.
- Students who complete a portion of the course should be responsible for a portion of the fees, as they would for any course given that the instructors (co-operative education coordinators and/or faculty) have committed time and resources to the student.

Assumptions:
- The enclosed tuition assessment schedule reflects the University's Tuition Refund Schedule using "milestones" in the co-op process to determine the assessment.

Percentage	When	Rationale	Academic Penalty
Flat rate - $100	Registration for each co-op term completed – student information sheet completed	Record and administrative fee for registering for the co-op term.	Transcript would reflect "withdrew from co-operative education".
30% (2-4 weeks after classes begin)	PD Program (New Admission or Return-to-Campus Sessions) and resume reviews completed and job postings have begun.	Have started the course and attended an integral academic and preparatory portion of the program. Marketing efforts have been made to secure enough positions for students registered.	Transcript would reflect "withdrew from co-operative education".
50% (5 weeks and onward)	Interviews have begun.	Interviews have begun and the process is well underway.	Transcript would reflect "withdrew from co-operative education".
100%	Once a position has been accepted.	Commitment has been made to the employer and program; opportunity has been taken from another student.	'F' assessed as withdrawing without permission and transcript would reflect "required to withdraw from the co-operative education program".

cooperative education