

# Student Practicum Program (SPP)

## Terms & Conditions

### General Terms & Conditions

- 1 The Student Practicum Program (SPP) is a program of unremunerated part-time or full-time practicum or 'internship' in support of academic studies.
- 2 All SPP placements ("Placement(s)") are unpaid. Practicum Students ("Students") should not ask their host companies ("hosts") for remuneration before, during, or after their Placements.
- 3 All Students must have a work permit valid for the entirety of their program in Canada. Participation in the SPP does not guarantee a Student a work permit for Canada. Granting of work permits is done at the sole discretion of the Government of Canada. In some cases, at discretion of the Immigration Officer. All fees and other costs associated with the work permit are the responsibility of the Student and not of Experience Education ("EE")
- 4 All travel expenses to or from Canada, as well as travel expenses within Canada are the responsibility of the Student and are not provided by the agency, school, or Host.
- 5 Placements are available in the urban areas of: the Metro Vancouver Regional District, the City of Calgary, the City of Toronto, Greater Ottawa, Communauté métropolitaine de Montréal, Communauté métropolitaine de Québec
- 6 Placements cannot be shorter than 4 weeks or longer than 24 weeks.
- 7 All Placements are full-time, at least 25 hours per week.
- 8 Accommodation is not included as part of the SPP.
- 9 Students must speak the language of their destination (either English or French depending on the location) at a higher intermediate level or above.

### Placement Field Selection

- 1 Students must choose a field or fields directly related to their studies and must choose a preferred destination. Applications without a listed field, may be rejected.
- 2 Students cannot change their field or destination choices after their registration has been confirmed by EE

### Placement Process

- 1 Placements are generally confirmed within 6 weeks of registration. In some cases, the placement process may take longer. Reasons a placement process take longer include:
  - (a) A placement process that overlaps with a holiday period
  - (b) Special requests for the Placement, such as a placement accommodating medical or health needs
  - (c) Unsuccessful performance at 1 or more Host interviews
  - (d) Limited interview availability
- 2 Once a Student is registered in the SPP, EE will arrange an online Consultation Meeting with them to review their placement choices, assess their language skills, and explain the placement process.
- 3 Following the Consultation Meeting, EE will work with the Student by email to complete a North American-style resume and match it to EE's templates.
  - (a) Due to EE Privacy Policy, and the need to access resumes on mobile devices, Students must use the EE resume template.
  - (b) Students may not opt out of resume preparation or use their own resume or CV.
  - (c) Resumes will go through a maximum 3 edits.
  - (d) Students who do not submit their resume or resume edits by the deadline provided by EE Student Services, may see their start date delayed.
- 4 After a resume is completed, EE will arrange a Skype Interview Practice session with the Student.
  - (a) EE will provide Students with online Interview Practice materials before the Interview Practice Session. EE will notify the Student of their
  - (b) Interview Practice Session at least 1 week in advance. Students who miss their Interview Practice Session or who ask to reschedule more than 3 times, will forfeit the Interview Practice Session.
  - (c) Practice Session
- 5 After the resume and interview preparation session is complete, Students will be cleared to interview with a host company.
- 6 After the resume and interview preparation

session is complete, Students will be cleared to interview with a Host.

- 7 EE's placement team will send Students notice of an interview in writing at least 3 days in advance for in-person interviews, and at least 5 days in advance for Skype or phone interviews.
- 8 Interview notices include the following information:
  - (a) Host company name
  - (b) Interviewer name
  - (c) Interview time
  - (d) Job title and/or duties summary
  - (e) Address or Skype Interview instructions
- 9 Students who attend in-person interviews will do so on their own. Due to technical considerations, EE will participate in any Skype or phone interviews with the Student.
- 10 Unless otherwise stated in the interview notice, EE will send results of interviews to the Student within 5 business days.
- 11 If a Student does not pass their interview, EE will arrange another interview for them
- 12 Students will continue to interview until they receive a Practicum Placement Offer. There is no maximum number of interviews.
- 13 EE will provide Students with one Practicum Placement Offer. Students who request a second or subsequent offer, must submit a new program application and pay a new program participation fee.
- 14 Students must attend all interviews arranged by EE. If a student cannot attend an interview due to a scheduling conflict, they must inform EE at least 24 hours in advance of the interview.
- 15 Students must accept the Practicum Placement Offer provided by EE.
- 16 Once a placement offer is confirmed, EE will provide the following documents to the Student
  - (a) Practicum Placement Agreement
  - (b) Offer Letter including government Labour Mobility Program Authorization Number [A#] (if applicable)
  - (c) University or college practicum approval document (if applicable, and submitted to EE at the time of registration)

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### During the Placement

- 1 Students must complete regular progress reports during their Placement
  - 2 Report request will be sent to the Student after their first week of the Placement, and then each 4 weeks, with a final report at the end of their Placement
  - 3 All reports must be completed within 48 hours of the report request being sent
  - 4 Students who do not complete reports, may not access the Conflict Resolution Policy
  - 5 Students must adhere to these terms and conditions, Canadian provincial health and safety regulations, and all Host rules - written or unwritten during their Placement
- 3 A program extension cannot be guaranteed
  - 4 Extensions are available at a cost of \$150. This extension fee must be paid in full at least 5 weeks before the Placement end date for the extension to be granted. Late payment will result in the extension being denied
  - 5 The Student will be responsible for the costs of extending their work permit (currently \$155, but subject to change without notice)

### Re-Placement Policy

- 1 Re-placements are available to Students who have pursued an issue through the Conflict Resolution Policy and fully adhered to all terms and conditions of that policy.

### Conflict Resolution Policy

- 1 In case of any conflicts at the Placement, Students must follow the conflict resolution policy found at [www.experienceeducation.ca/conflict-resolution](http://www.experienceeducation.ca/conflict-resolution)

### Cancellation and Refund Policy

- 1 Any refunds issued are processed through the booking agency, and are not issued directly to a Student by EE
- 2 Any cancellation of participation in the SPP must be made in writing to EE and the booking agency, with confirmation of receipt by both EE and the booking agency
- 3 The SPP deposit of \$300 is non-refundable
- 4 The following Cancellation and Refund Terms apply to all SPP Students:
  - (a) If a Student withdraws from the SPP

because a placement confirmation is not sent to them before their arrival in Canada they will receive a refund of full program fees (less SPP deposit)

- (b) If a Student withdraws from the SPP before they are sent their Practicum Placement Offer, they will receive a refund of full program fees (less SPP deposit)
- (c) If a Student is denied access to Canada by Immigration officers (visa denial), they will receive a refund of full program fees (less SPP deposit)
- (d) After a Practicum Placement Offer has been sent to the Student, no refund of any fees is given
- (e) If a Student is removed from a placement or program for violation of these Terms & Conditions, Host rules, health and safety violations, or inappropriate conduct, no refund of any fees is given

### Legal Dispute

- 1 If there is any dispute by the Student over the performance of any of these Terms and Conditions, any forms of dispute resolution or legal proceedings of any kind, shall be brought exclusively in the Province of British Columbia
- 2 If the Student brings any legal action in any location other than in British Columbia, EE shall have the right to have this action transferred to British Columbia by stipulation of the two parties, and the Student shall cooperate accordingly

### Leaving the Placement Early

- 1 Students who end their Placement early will not receive a refund or reimbursement of any kind
- 2 Students should contact EE at least 2 weeks in advance of any proposed early end to their Placement
- 3 Ending a Placement early may affect a Student's legal status in Canada. Before ending the placement, Students are encouraged to contact Immigration Canada.

### Extending the Placement

- 1 Should the Student request to extend their Placement, this request must be presented to EE at least 6 weeks before the Placement end date. This timeline is established by Immigration Canada and cannot be changed
- 2 EE will work with the Host to accommodate this extension request

I confirm that I have understood and agree to be bound by the above terms and conditions

Signature

Date