

Practicum/Internship Information

Student Service Centre
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For Office Use Only
File No. <input style="width: 150px; height: 20px;" type="text"/>

Student Information - to be completed by student

Student's Post-Secondary Education No.: _____

Student's Full Name (please print): _____

Message to Students

If your program involves one or more practicum/internship placements, these placements may be eligible for additional financial assistance. To be eligible:

- your practicum/internship placement(s) **must be in a city/town other than where your school is located;**
- you have not received the maximum funding available for your period of study;
- you must apply for each practicum/internship placement **prior to your period of study end date;** and
- you must be considered by your school to be a full-time student during the practicum/internship placement.

If you will incur exceptional travel costs associated with your practicum/internship/exchange program/field trip where airfare is the most reasonable form of transportation, please have your school complete the reverse side of this form. You must provide documentation verifying the cost of air travel from the airline or travel agency. The Ministry of Advanced Education may limit the amount allowed for travel.

Practicum/Internship Placement No. 1

1. **Dates:** from (dd/mmm.yyyy) _____ to (dd/mmm.yyyy) _____

2. **Location:** _____

Distance (one-way) from school to practicum/internship location: _____ km (**one-way**)

Are you going to relocate to the city/town of your practicum/internship? Yes No

3. **Income: Do not declare employment or self-employment income.**

Total income (excluding employment income) received for the entire practicum/internship placement: \$ _____

Practicum/Internship Placement No. 2

1. **Dates:** from (dd/mmm.yyyy) _____ to (dd/mmm.yyyy) _____

2. **Location:** _____

Distance (one-way) from school to practicum/internship location: _____ km (**one-way**)

Are you going to relocate to the city/town of your practicum/internship? Yes No

3. **Income: Do not declare employment or self-employment income.**

Total income (excluding employment income) received for the entire practicum/internship placement: \$ _____

X _____
Student's Signature (sign in ink)

Date

Message to Educational Institutions

Please complete the following if the applicant is required to attend an out of province or country practicum/internship/exchange program/field trip as a mandatory part of their program where air travel is the most reasonable form of transportation. The applicant is required to provide verification of the cost of airfare.

1. **Dates:** from (dd/mmm.yyyy) _____ to (dd/mmm.yyyy) _____

2. **Location:** _____

Is this practicum/internship/exchange program/field trip a mandatory part of the applicant's program?
 Yes No

Provide any additional tuition or fees you are charging the applicant which are associated with this trip which are **not** included in the regular tuition/fee costs declared on the Program Information Form.

(Please provide in Canadian currency) \$ _____

Signing Official's Name (print)

X _____
Signature of Signing Official

Signing Official's Title (print)

Date

Signing Official's Telephone Number

Email Address