



Student Awards & Financial Aid (SAFA)
 The Centre, 1st Floor Needles Hall
 Waterloo, Ontario, Canada N2L 3G1
 519-888-4567 | ext. 33583 | fax 519-746-2882
 safa.uwaterloo.ca | email: safainfo@uwaterloo.ca

Step 1 of 3:

Work Placement Job Request Form

Please return this completed form to Student Awards and Financial Aid (SAFA).

For full details and program requirements please visit the [SAFA website](#). Students who are employed through this program must demonstrate financial need as determined by SAFA through verification of their OSAP or out-of-province loan application.

Completed forms and any attached documents will be forwarded to Co-operative Education for posting to WaterlooWorks once approved by SAFA.

This work placement position will take place during the following term (one form per term):

Spring 2022

Fall 2022

Winter 2023

Faculty/Department:

Number of positions:

Maincontact(First,Last):

Email:

Alternatecontact(First,Last):

Email:

Work placement job title/job number:

Monthly salary: \$2,300/month or other amount: /month

NOTE: If the monthly salary exceeds **\$2,300**/month your faculty/department will be charged the difference.

Please attach a copy of the job description that should be posted on WaterlooWorks.

Funding Approval

Funding for the UW Work Placement program is provided by the Tuition Set-Aside Fund and positions are strictly allocated to each faculty/department. Please refer to the [Work placement approval contacts](#) page of the SAFA website for a full list of those who may approve these positions. **Signature must be completed by the individual with signing authority for Work Placement allocations.**

Faculty/department approval signature:

Print name:

Date:

Please complete Step 2: Work Placement Eligibility Check Form before proceeding to Step 3: Work Placement Employer Declaration Form. Please contact safainfo@uwaterloo.ca for any questions or concerns.

SIGNATURE IS REQUIRED FOR AUDITING PURPOSES