

# Student Work and Service Program (SWASP)



Career Development

Application form: Fall 2024\*  
Deadline to apply: September 13, 2024

Please submit application to:  
On-Campus Employment Coordinator, UC4000  
[mucep@mun.ca](mailto:mucep@mun.ca)

## PERSONAL INFORMATION *(complete ALL sections - omission of information could result in non-approval)*

Participant Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Student Number: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Telephone: \_\_\_\_\_ MUN Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Dependents *(for this program, only children are considered dependents)*:

Please list ages and relationship to you:

\_\_\_\_\_

\_\_\_\_\_

Source(s) of income *(select all that apply)*:

Government Income Support

Employment Insurance Benefits

Student Loan

No Income

Scholarship, Grant, Bursary, etc.

Employed (hours per week: \_\_\_\_\_)

Other: \_\_\_\_\_ *(please specify)*

Off Campus

On Campus (**NOT** including SWASP hours)

Is your tuition and/or other related expenses being subsidized by an outside agency (e.g., government sponsorship)?

Yes  No

If yes, please specify: \_\_\_\_\_

## CAREER OBJECTIVES

Please attach a separate document answering the following questions. Be specific and detailed. Inability to demonstrate SWASP work placement to career objectives could result in non-approval.

How does this SWASP placement align with your career goals? (200-word minimum)

What skills do you want to learn or enhance during this SWASP Placement? (200-word minimum)

## EDUCATION

Please indicate what your student status will be during the Fall 2024 semester:

Full time

Part-time

Not currently registered

Undergraduate student

Masters/PhD student

Course-based

Thesis

Other: \_\_\_\_\_

Please list your current academic program, including start date and end date.

Program	Start Date	End Date

**PLACEMENT INFORMATION** (to be completed by student):

Campus:  St. John's (including Marine Institute)  Grenfell

Placement Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ (dd/mm/year) End Date: \_\_\_\_\_ (dd/mm/year)

Please select ONE of the following program options:

100 Hours Available to part-time and full-time students only	<input type="radio"/> \$1,200 voucher	<input type="radio"/> \$750 voucher and \$450 stipend
260 Hours Available to part-time students only *EXTREMELY LIMITED	<input type="radio"/> \$1,400 voucher and \$1,200 stipend	

**EMPLOYER/SUPERVISOR INFORMATION** (to be completed by employer/supervisor):

Supervisor: \_\_\_\_\_ Office Location: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Number of weeks: \_\_\_\_\_

SWASP Position Title: \_\_\_\_\_

Placement Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your Department currently receiving funding under another student program?  Yes  No  
If yes, please specify: \_\_\_\_\_

Is this position being funded through other sources?  Yes  No  
If yes, please specify: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**DECLARATION/AUTHORIZATION** (to be completed by student):

I certify that the information given in this document is accurate and complete in every respect. I understand that the tuition voucher is a credit held at Memorial University and that it cannot be transferred into a cash benefit, or transferred to another institution. \_\_\_\_\_ (Initial here)

I consent to the exchange and use of information contained in this document between the Student Work and Service Program and the provincial departments of Human Resource, Employment and Education; and Human Resources Development Canada for administrative and evaluative purposes. \_\_\_\_\_ (Initial here)

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of program administration and for dissemination to the funding provider. Questions about this collection and use of personal information may be directed to the Office of the Deputy Provost (Student) and Associate Vice-President (Academic) Undergraduate Students at 709-864-2395. \_\_\_\_\_ (Initial here)

I have read and agree to abide by the terms and conditions of this Program and I am aware that tuition credits can be held for the student by Financial Services for a period of two years. \_\_\_\_\_ (Initial here)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Status (for Career Development use only):	APPROVED	NOT APPROVED
Signature: _____	Date: _____	

**Student Work and Service Program (SWASP)**  
**Terms and Conditions: Students**

**Memorial Component**  
**(Updated August 2024)**

**Persons eligible for SWASP placements:**

- Student: a person who is currently enrolled at Memorial University
- Student parent: a person who has dependents in their care
- Student agrees to only hold one SWASP placement during a given semester. The two options available are:
  - a) 100 hours - \$750 tuition voucher and \$450 cash stipend (totaling \$1200) OR \$1200 tuition voucher (no cash stipend)
  - b) 260 hours - \$1400 tuition voucher and \$1200 cash stipend (totaling \$2600)
- Students enrolled in full-time studies or on a mandatory work term cannot complete a 260-hour SWASP placement; they can only complete a 100-hour placement. The student cannot use their work term as their SWASP placement. Students completing part-time studies, who are not registered for courses in the semester they wish to complete a SWASP, may apply for the 100-hour or 260-hour option.
- The student may not be placed in a position where the senior employees with hiring right authority are members of the student's immediate family without approval from the SWASP Coordinator. For the purpose of this section, "immediate family" means father, mother (or alternatively step-father, step-mother or foster parent), brother, sister, spouse (including common-law) resident with the sponsor, child, (including child of the common-law spouse), step child, or ward of the sponsor, father-in-law, mother-in-law, brother-in-law, sister-in-law, or other relatives permanently residing in the Employer's household or with whom the Employer currently resides.
- The student agrees to participate in a program evaluation if requested.
- The student agrees to complete the required number of hours indicated on the SWASP application. If for any reason the student does not complete the required number of hours, any unexpended funds and the tuition voucher will be withheld. Any interruptions in the work schedule due to illness, statutory holidays or negotiated time off must be worked.
- The student agrees to perform their duties to the best of their abilities.

## Amendments

- This agreement shall not be amended or assigned except by instrument in writing between all parties.

## Termination

- If at any time the Program Coordinator is of the opinion that the Employer or student has failed to conduct the activities in an acceptable manner, or has failed to comply with any of their covenants or undertakings contained herein, the Coordinator may terminate the agreement by giving written notice thereof and any unexpended funds or benefits will be returned or withheld.

## General

- **The tuition voucher must be used towards future tuition costs not occurring in the semester that the placement is occurring. The voucher must be used in full within two fiscal years of receiving it.**
- All applications will be reviewed; however, funding is not guaranteed.
- The Student Work and Service Program was designed to reduce debt load for student parents. The student will be paid the following depending on the completed placement option:
- 100 Hours -\$750 tuition voucher and \$450 cash stipend (totaling \$1200) OR \$1200 tuition voucher (no cash stipend)
- 260 Hours - \$1400 tuition voucher and \$1200 cash stipend (totaling \$2600)
- The cash stipend portion will be paid out in equal weekly payments over the length of the agreement. Payments will be made through direct deposit.
- The student who completes the required conditions of the placement shall receive the benefit of any tuition credit issued as a result of the Student Work and Service Program and no other person or organization may receive, be assigned, or collect any percentage or portion of any benefits accrued under this contract.
- If a student has a balance exceeding \$3000 in tuition vouchers, he/she will not be eligible for a SWASP placement.
- The student must have enrolled and passed at least one three credit course during an academic year.
- Both the employer and student agree to complete and submit the Learning and Reflection Agreement to the Program Coordinator.
- Interruptions of the student activity will only be permitted in extenuating circumstances and with the prior written approval of the Program Coordinator.
- Changing students will result in a new application being submitted and approved.
- The employer must comply with the provisions of the Canadian Charter of Rights and Freedoms and the Newfoundland Human Rights Code.

**Student Work and Service Program (SWASP)**  
**Terms and Conditions: Employers**

**Memorial Component**  
**(Updated August 2020)**

- Organizations eligible to be Employers for Student Placements
- The Employer, defined as a partner who agrees to engage a student in career related work, must be a full-time faculty or a full-time staff member of Memorial University.
- The Employer agrees to provide a career-related work placement as presented in the description of placement section of the SWASP application; and to provide appropriate supervision and support.
- The Employer agrees to provide the required number of hours of work over the agreed upon period pending which SWASP option the Student and Employer have agreed upon. A scheduled start and end date is required.
- The Employer agrees to maintain accurate records of hours worked during the student's placement and any other necessary records and verify the student's participation.
- The Employer agrees to participate in a program evaluation if requested.
- The Employer shall obtain, prior to the commencement of the work activities, all permits, licenses, consents, and other authorizations deemed necessary to permit the carrying out of the activities; and the activities shall be executed in compliance with all laws, by-laws and regulations as may be required.