

LETTER OF AGREEMENT
(for Out-of-Province/Country Field Placement)

Between

The Sir Sandford Fleming College of Applied Arts & Technology
(hereinafter called the "College")

And

Facility Name

(hereinafter called the "Agency")

Address of Agency

For the Period From: _____ **To:** _____
(Year/Month/Day) (Year/Month/Day)

The above named "Agency" agrees to provide appropriate educational experiences to learners enrolled at The Sir Sandford Fleming College of Applied Arts & Technology. Further, both parties agreed that:

1. **This agreement shall be effective for the period stated above.** The terms of this agreement can be reviewed at any time by either party to the agreement and reconfirmed or modified as agreed to.
2. Learning experiences in a specific area may be discontinued by either party following at least two weeks notice in writing stating specific reasons or upon mutual consent of both parties.
3. The Agency has the right to suspend the use of the facilities to any person or persons from the College for causes deemed in its discretion to be justifiable, but such causes should be reviewed as soon as possible, with provision of a mutually acceptable mechanism for reinstatement of the individual.
4. The College shall carry liability insurance not less than \$5 (five) million dollars. The Sir Sandford Fleming College of Applied Arts & Technology agrees to save harmless and indemnify employers harmless from claims made against them arising from the sole negligent acts of students of the College, while involved in unpaid field placement with the Agency, provided students are acting within the scope of their unpaid field placement.
5. The Agency shall carry liability insurance not less than \$5 (five) million dollars. The Agency agrees it shall at all times indemnify and save harmless the College, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits, or other proceedings by whomsoever made, sustained, brought or attributable to anything done or omitted to be done by the Agency, its officers, directors, partners, volunteers, employees, agents

or sub-contractors in connection with the activities or obligations purportedly performed or required to be performed by the Agency under this agreement.

6. When an unpaid field placement occurs at an employer **outside** of the PROVINCE OF ONTARIO, accident insurance is provided by the Ministry of Training, Colleges & Universities for the student under a private policy at no cost to the Agency.
7. This Agreement shall be governed by, construed, interpreted and applied in accordance with the laws of the Province of Ontario.
8. The College's policies and procedures with respect to field placement are consistent with provincial standards and legislation around Human Rights, Employment Equity, Harassment and Discrimination, and Freedom of Information Policies. Students enrolled in field placement are covered by these College policies.
9. The placement organization is required to:
 - (a) ensure that the workplace is in compliance with the Health & Safety Act.
 - (b) Ensure that our students receive appropriate training upon starting their placements (i.e. health and safety, WHMIS, site specific safety rules, etc.).
 - (c) Supply Personal Protective Equipment (PPE) as required.

Signatures:

_____	Date: _____
<i>Agency Name</i>	
_____	Date: _____
<i>Authorized Signature (Agency)</i>	
_____	Date: _____
<i>Student Name</i>	
_____	Date: _____
<i>Program Coordinator</i>	

Please sign and mail/fax/email to:

Anne Torwesten, Co-operative Education & Placement Officer
Frost Campus, Fleming College
200 Albert Street South, Lindsay ON K9V 5E6
Fax: 705-878-9501
Anne.Torwesten@flamingcollege.ca
Tel: 705-324-9144 ext. 3030