

## 2009 Co-operative Employment Program—Fall

### ADVANCE REQUEST

PROJECT FILE#: 2009 \_\_\_\_\_

**Non-eligible:** Municipal governments and government-funded organizations such as universities, school boards, schools, medical and special care facilities **are not eligible** to apply for an advance.

**[Please print or type]**

Name of hiring organization (as stated in **Approval Letter**)

Division/Department (as stated in **Approval Letter**), if applicable

**Advance requested:** \$\_\_\_\_\_ (Up to a maximum of 75% of approved funding)

**\*\*THIS SECTION MUST BE COMPLETED\*\***

Is the co-op **Student Confirmation** form included?      Yes      No

An **Advance**, (see #3 in **Operational Guidelines**) may be approved when the **Student Confirmation** form has been received by the Co-operative Employment Program.

**Advance** will be mailed to the address that was provided upon application.

Signature \_\_\_\_\_  
(Contact person on Contract)

Date \_\_\_\_\_

**How to contact us —**

**By Mail:**

Co-operative Employment Program  
Economic and Rural Development  
PO Box 2311  
Halifax, NS B3J 3C8

**By Courier:**

Co-operative Employment Program  
Economic and Rural Development  
1660 Hollis Street, Suite 600  
Halifax, NS B3J 1V7

**By phone or E-mail:**

Toll-free: 1-800-424-5418  
Local: (902) 424-6000  
Fax: (902) 424-0508  
E-mail: sepinfo@gov.ns.ca

**Website:** [www.gov.ns.ca/econ/sep](http://www.gov.ns.ca/econ/sep)