



**Please list all placements previously completed:**

Placement #1 \_\_\_\_\_

Placement #2 \_\_\_\_\_

Placement #3 \_\_\_\_\_

Placement #4 \_\_\_\_\_

**National Fieldwork Placement Service (NFPS)  
STUDENT PLACEMENT REQUEST FORM**

**Special Considerations**

In the event of a special request, arising from child care or health needs, NFPS will endeavor to accommodate this request, at its discretion, subject to the availability of a suitable placement. Information regarding a special request is confidential and will not be disclosed to the fieldwork education site.

Please briefly outline the reasons for your request. NFPS reserves the right to request further information before granting some requests and while NFPS will try to accommodate, there is no guarantee, particularly in the Greater Toronto Area and the Province of British Columbia.

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**For Fieldwork Coordinator Use Only**

**Please use this space to comment or clarify student's previous experience or placement needs.**

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_____ Student Name (print)	_____ Fieldwork Coordinator (Print)	_____ University
_____ Signature	_____ Signature	<b>Date student will go back to catchment if NFPS does not find placement:</b>
_____ Date	_____ Date	
<input style="width: 30px; height: 20px; margin-left: 0;" type="checkbox"/> Fieldwork coordinators, please check that you have received payment and then fax both pages to NFPS at (613) 432-6840		

**National Fieldwork Placement Service (NFPS)  
STUDENT PLACEMENT REQUEST FORM**

**General Information about the National Fieldwork Placement Service**  
*PLEASE read carefully*

**Placement Procedures:** NFPS will make every effort, within reason, to place a student at a site and field of practice that meets their requirements. There is however, **NO** guarantee of a placement matching the request. It is the student's responsibility to fill this form out clearly and concisely to help NFPS's placement efforts match the student's placement needs.

**Placement Notification:** Students will be notified of their placement by their university fieldwork coordinator and have *three days* to accept or decline before NFPS offers it to another applicant.

**The Province of B.C. and the GTA:** NFPS receives a large number of requests for placements in these regions and there are a limited number of sites available. As a result placements in these locations are very limited. Since the fees paid to NFPS are non-refundable, students should ensure that they have an option on their application form that is not either of these locations. Please speak with your university fieldwork coordinator before requesting these locations.

**Student Fees:** Fees for students studying in Canada will be \$150 per placement. Fees are payable to the university unless informed otherwise by the fieldwork coordinator, and must be submitted with this application. **Fees are non-refundable.**

**More Information:** For additional information, students can contact their university fieldwork coordinator or visit [www.nfps.ca](http://www.nfps.ca) – particularly NFPS policy on declined placements.

**Comments:**

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**Students:** Please sign here to indicate that you have read the General Information and understand the application and placement process.

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Student Name (Print)

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Signature

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Date