

CO-OP PROVIDER CONTRIBUTION

2025-2026

Updated 3.22.2025

Trinity's cooperative learning internship (co-op) program exists to *foster mutually beneficial partnerships* between Trinity Christian College and local businesses/organizations while *providing students the opportunity to eliminate debt through paid experiential learning* (co-ops).

The financial contributions from co-op providers make it possible for Trinity to award financial grants to co-op students [in proportion to the worktime they commit to their co-op provider] to eliminate student loan debt & sustain the co-op program for the mutual good of Trinity & the community. Thank you for your contributions!

2025-2026 Co-op Provider Fees	
FEE	DESCRIPTION
(1) \$500 Annual Overhead Fee	A one-time, <i>annual fee</i> per provider to support the program's administrative costs.
(2) Student Tuition Grant Fee	<p>A variable fee based on the number of co-op students hired and the worktime commitment of each student. This fee is charged <i>per student, per semester</i>¹:</p> <ul style="list-style-type: none"> • \$2000 for 120 Hour Commitment (~8 hrs/wk) • \$3000 for 180 Hour Commitment (~12 hrs/wk) • \$4000 for 240 Hour Commitment (~16 hrs/wk) • \$5000 for 3000 Hour Commitment (~20 hrs/wk) • \$6000 for 360 Hour Commitment (~24 hrs/wk)

PARTNERS WITH FINANCIAL LIMITATIONS

Trinity recognizes that there are businesses/organizations who would be wonderful co-op partners in the co-op but are unable to fully contribute to the financial cost of hosting a co-op student(s); therefore, Trinity invites these prospective co-op providers to complete the a [financial assistance request form](#) to apply for supplemental funding through grants and private donations. Click the link above or scan the QR code to access the form.



¹ Example: If a company hires a single student to work 120 hours per semester, the company will be invoiced for \$2,000 at the start of the fall semester and \$2,000 at the start of spring semester.

Additional Information for Co-op Providers

HIRING STUDENTS

The co-op program at Trinity operates on the academic calendar with a fall and spring semester:

- Spring Semester (January-April/May)
- Fall Semester (August/September-December)

Co-op providers and students have the option to participate in the co-op program for a single semester or multiple semesters. Providers have the opportunity interview and select student candidates for hire; students have the opportunity to accept or decline offers. A co-op student may work anywhere between 8-24 hours per week, depending on student availability and provider needs. An individual student is able to participate in co-op, with academic credit from Trinity, up to four semesters during their studies at Trinity. Providers can post co-op positions by [clicking HERE](#).

INVOICING

All fees go directly to supporting Earn, Network, and Learn (ENL) programs at Trinity to help students eliminate student debt through experiential learning. Contributing co-op providers will be invoiced a nonrefundable, annual overhead fee with payment due prior to the co-op student(s)' start date. Additional invoices will be sent at the start of each semester for each co-op student hired.

UNANTICIPATED TERMINATION OR WITHDRAWAL FROM PROGRAM

Trinity makes every possible effort to address and resolve student/partner concerns; however, in the event that a student must withdraw from the co-op, or if an employer must terminate a co-op student, the employer is eligible to receive a pro-rated refund of the funds allocated to the student's tuition grant, based on outstanding internship hours.

PROVIDER RESOURCES & SUPPORT

To foster mutuality, collaboration, and connection throughout the partnership, Trinity provides an orientation to all supervisors near the start of each semester. The co-op administrator and/or instructor overseeing the students' co-op courses provides updates, communications, and relevant resources/support to supervisors throughout the semester. Trinity sees each provider and designated supervisor of co-op students as essential partners and co-educators in the students' learning as they perform tasks and duties for your business/organization. We are eager to support you in this partnership, and welcome your feedback and questions.