

## PEY Co-op Work Terms of 2018 – 2019 Academic Year

### What you need to Know: Administrative Information

- ☒ I have attended the mandatory *Transition to Workplace* workshop and understand that this document is complementary to and not a substitute for information provided at the session.
- ☒ I will maintain up-to-date personal and work contact information on the Career Portal. I understand that this is important for the Engineering Career Centre to provide reliable support to me over my work term, and ensures that I receive notifications about important updates.

*The ECC office should be contacted immediately if you have concerns regarding Health and Safety or if you are experiencing Harassment at the workplace.*

Contact information for staff can be found on our website:  
<http://engineeringcareers.utoronto.ca/contact-us/meet-the-team/>

### **This document provides resources on the following topics:**

- A. **Registration Status Change and ACORN Notation**
- B. **Money Matters**  
Fees, Financial Aid, Scholarships, Insurance, Tax Forms
- C. **OHIP Coverage**
- D. **Work Permit Issues & Extending Study Permits**
- E. **Safety Abroad Requirements**
- F. **Taking Courses**
- G. **After PEY Co-op**
- H. **Evaluations, Final Paper, 600 hours, and PEO Form**

## A. Registration Status Change and ACORN Notation

### **Registration Status**

- While you are participating in PEY Co-op during the 2018-2019 academic year, you are considered a part-time student for the academic year. This does not cover summers. Questions should be directed to your Faculty Registrar's office.
- It is important to indicate you are a part-time student during this time when inquiring about eligibility or when accessing on-campus services, events, and activities.

### **ACORN Notation**

- During PEY Co-op: Fall Term PEY Co-op will indicate: **IPR** (In Progress)
- After PEY Co-op: Fall term PEY Co-op will remain: **IPR** (In Progress)  
Winter Term PEY Co-op will indicate: **CR** (Credit)  
This is following successful completion of the program and submission of required evaluations and paper.
- PEY notation following non-completion of program requirements: **NCR** (No Credit)

### **In case of Non Completion of program requirements (Engineering students):**

In addition to NCR notation on your transcript, you may not be eligible for the *600 hours of Practical Experience Requirement* for graduation or receive your *Iron Ring*.

Even if you have already completed your 600 hours prior to PEY Co-op, you should avoid a NCR notation as it may result in unnecessary confusion in other contexts, such as applications to graduate school, or when seeking employment. We encourage you to complete the PEY Co-op requirements to facilitate a better and more reflective learning experience during and after your work term.

Alternatively, students are able to independently complete the PER Form at their departmental undergraduate office. Questions should be directed to your Undergraduate Office.

## B. Money Matters

### Fees

- PEY Co-op fees & Incidental fees will appear in your ACORN balance, under Fall and Winter term. Payment is made in the same manner as tuition fees.
- The PEY Co-op fee is \$975; Incidental fees differ for each Faculty/Department. Consult Student Accounts and the Provost's Office for the updated fee schedule.  
<http://www.fees.utoronto.ca/home.htm>

### Financial Aid

- OSAP recipients need to complete a Continuation of Interest-Free Status (CIFS) online to retain interest-free status while out on PEY Co-op. Out-of-Province students should consult with their provincial lender directly for information on relevant forms.
  - More details how PEY Co-op affects student loans can be found on the [PEY Co-op FAQ](#).
- All inquiries (including UTAPS) should be directed to [Enrolment Services](#).

### University Scholarships

- Generally, University scholarships renewable for the 2018-2019 academic year will be deferred automatically while you are on PEY Co-op. The payment would resume upon return to full-time studies and so double check with your University contact to ensure your scholarship will be continued following your PEY Co-op year.
- Faculty awards will continue to be paid out during your PEY Co-op year.
- Confirm with your Registrar's Office if you are unsure about your scholarship status.

### Insurance

- Health and Dental coverage will continue through the Association of Part-Time Undergraduate Students (APUS).
- Should you wish to opt-out of the APUS Health and Dental plan, you may do so during the dates posted on the APUS website: <http://apus.ca/health/>
- You may be receiving coverage under your parents' insurance plans. For a letter confirming your participation in PEY Co-op, email [askecc@ecf.utoronto.ca](mailto:askecc@ecf.utoronto.ca)
- International students are advised to check with [UHIP](#) to verify service coverage

**Tax Forms**

## TD1 Personal Tax Credits Return (2018)

- You will be required to complete the federal and provincial tax forms when you start your work term. These forms are used by the employer to determine payroll tax deductions

**Ontario Form**

<https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/td1on/td1on-fill-18e.pdf>

**Federal Form**

<https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pbg/tf/td1/td1-fill-18e.pdf>

- You should claim the basic amount listed on Line 1
- Complete the Tuition and Education section as prompted

*\*Your tuition amount can be found on your T2202A form in your [ACORN](#) account. You can use those figures to estimate your 2018 tuition*

**Note:** Tax matters are always best addressed with a professional accountant or HR representative at your workplace. If you have any questions or concerns as to how to complete these forms, seek assistance accordingly or consult the Canada Revenue Agency.

**C. OHIP Coverage while outside Ontario and International**

The Ontario Ministry of Health and Long-Term Care can provide coverage during your extended absence from Ontario. For more information on applying for an extended absence prior to your leaving: <http://www.health.gov.on.ca/en/public/publications/ohip/travel.aspx>

Consult your local **Service Ontario** office for continuous OHIP eligibility.

Service Ontario will require a PEY Co-op Student Confirmation Letter, which includes employer and location details. Request this letter by email [askecc@ecf.utoronto.ca](mailto:askecc@ecf.utoronto.ca) with subject line “OHIP letter” and your:

- Full Name
- Student Number
- Discipline
- PEY Co-op Company Name
- Location (city, province/state, country)
- Start and End date (month, day, year - month, day, year)

**Note:** When leaving the province always consider purchasing additional health insurance.



## D. Work Permit Issues & Extending Study Permits (International students):

While attending the University under a study permit or out on PEY Co-op, please ensure your permit has been extended to accommodate for a delayed graduation date following your PEY Co-op work term.

- All immigration related questions should be directed to:

Aziz El Mejdouby [isa.cie@utoronto.ca](mailto:isa.cie@utoronto.ca)

Int'l Student Immigration Advisor, Centre for International Experience

<http://www.studentlife.utoronto.ca/cie/immigration>

## E. Safety Abroad

Safety Abroad requirements are **mandatory** and are designed to prepare students completing a work term in the U.S. or Internationally. Topics covered are: health and safety practices, cultural awareness, and emergency procedures.

Questions regarding Safety Abroad should be directed to Sooin Park [sooin@ecf.utoronto.ca](mailto:sooin@ecf.utoronto.ca)

Complete the following prior to your work term abroad:

1. Attend the [Safety Abroad Workshop](#)
2. Register your information in the [Safety Abroad Database](#)
3. Sign and return Safety Abroad Waivers to the ECC
4. Obtain Supplementary Health Insurance

## F. Taking Courses

Students on PEY Co-op wishing to enroll in courses must complete the following:

1. Ensure courses are not core/mandatory courses for your program of study (POST), are not scheduled during work hours and will not negatively impact your work term commitment
2. Speak with your manager to obtain permission  
Speak with an ECC counsellor to obtain permission  
PEY work commitments should be prioritized throughout

Questions can be directed to the Engineering Career Centre [askecc@ecf.utoronto.ca](mailto:askecc@ecf.utoronto.ca)



## G. After PEY Co-op

The Engineering Career Centre will hold Debrief Sessions in September of 2019. These sessions will help students identify and reflect on the skills developed during the work term, and share insight amongst the varied PEY Co-op experiences. Session dates and details will be posted in September.

## H. Evaluations, Final Report, and PEO Form

**Note:** We are in the process of working on an online mechanism for the submission of evaluations and the final paper, and instructions will be provided later this spring.

Questions regarding document submission should be directed to [career@ecf.utoronto.ca](mailto:career@ecf.utoronto.ca)

### **PEO Form** (Engineering Students):

- Complete and save the PEO designation form with your manager if using the PEY Co-op experience towards your P.Eng designation
- Detailed information: [http://www.peo.on.ca/index.php?ci\\_id=2059&la\\_id=1#pregraduation](http://www.peo.on.ca/index.php?ci_id=2059&la_id=1#pregraduation)
- The PEO Pre-Graduation Experience Record Form is not a required submission