



**PEY Co-op What You Need to Know
2020-2021**

- ☒ I have attended the mandatory *Transition to Workplace* seminar and understand that this document is complementary to and not a substitute for information provided during the seminar.
- ☒ I will maintain up-to-date personal and work contact information on the Engineering Career Portal. I understand that this is important in order for the Engineering Career Centre (ECC) team to provide me with reliable support over the course of my work term, and ensures that I receive notifications and important updates.
- ☒ I have reviewed and will comply with all PEY Co-op requirements before, during and after my work term.
- ☒ As an ambassador of the PEY Co-op program, I will perform my co-op job with due diligence and integrity, and learn valuable skills for my own career growth. I will fulfill the expectations of my employer, the PEY Co-op program and the university.

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

Phone: (416) 978 3454

E-mail: ask.ecc@utoronto.ca

This document provides resources on the following topics:

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

A. Registration Status Change and ACORN Notation

Registration Status

- While you are participating in PEY Co-op, you are considered a full-time student, while only paying part-time student fees. This does not cover summers.
- Further questions regarding your registration status should be directed to your Faculty Registrar's Office.
- Note that you will be paying part-time incidental fees although you are considered a full-time student. This allows you to access some on-campus services, events and activities.

ACORN Notation

- During PEY Co-op
 - Fall Term Notation: IPR (In Progress)
- After PEY Co-op (following successful completion of program requirements and submission of required evaluations and Final PEY Co-op Report)
 - Fall Term Notation: IPR (In Progress)
 - Winter Term Notation: CR (Credit)
- Notation following non-completion of program requirements: NCR (No Credit)

In case of non-completion (Engineering students):

In addition to the NCR notation on your transcript, you may not be eligible for the 600 hours of Practical Experience Requirement (PER) required for graduation (or receive your Iron Ring). Please consult with your Undergraduate Office for further assistance if you receive an NCR on your transcript.

B. Money Matters

Fees

- PEY Co-op Fees and Incidental Fees will appear in your ACORN balance, under the Fall and Winter terms. Payment is made in the same manner as tuition fees
- The PEY Co-op fee is \$975; Incidental fees differ for each Faculty and/or Department
- Consult [Student Accounts](#) and the Provost's Office for the updated fee schedule

Financial Aid

- OSAP recipients must complete an online application for [Continuation of Interest-Free Status \(CIFS\)](#) in order to retain interest-free status while out on PEY Co-op
 - Out-of-province students participating in provincial lending programs should consult with their provincial lender directly for information on relevant forms
- Additional details on how PEY Co-op affects student loans can be found on the [PEY Co-op website FAQs](#)
- All other inquiries (including UTAPS – University of Toronto Financial Aid) should be directed to Enrolment Services at osap.staff@utoronto.ca
 - Engineering students can contact Pierina Filippone, Assistant Registrar, Scholarships & Financial Aid at pierina.filippone@utoronto.ca

University Scholarships

- Generally, University of Toronto scholarship renewals will be deferred while you are on PEY Co-op
 - Award payments will be applied to your account on your return to full-time studies in the following year
- Faculty awards will continue to be paid out during your PEY Co-op work term
- **Confirm with your Registrar's Office** if you are unsure about your scholarship status

Health & Dental Insurance Coverage

PEY Co-op students automatically have health and dental insurance coverage through Green Shield as a result of the part-time incidental fees. The APUS fee ([Association of Part-Time Undergraduate Students](#)) on their ACORN record ensures that this coverage continues while on PEY Co-op.

The schedule for health and dental insurance coverage is as follows:

- PEY Co-op Fall Term: September 1st, 2020 to February 28th, 2021
- PEY Co-op Winter Term: March 1st, 2021 to August 31st, 2021

PEY Co-op students cannot submit any claims to Green Shield until the first week of November. This is because the university needs time to confirm the list of part-time students and then submit that list to APUS.

If you are a PEY Co-op student who is registered with [Accessibility Services](#) and require accommodations not covered by the APUS Health and Dental plan, please contact your advisor at Accessibility Services as soon as possible to discuss your particular needs.

International students are advised to check with [UHIP](#) to verify coverage.

Tax Forms

[TD1 Personal Tax Credits Return \(2020\)](#)

- Students with PEY Co-op work terms within Ontario 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.
 - [2020 Ontario Personal Tax Credits Return](#)
 - Leave the basic amount listed on Line 1
 - [Canada Revenue Agency 2020 Personal Tax Credits Return](#)
 - Complete the Tuition and Education section (Line 5) using your Winter 2020 tuition fee

Note: Your PEY Co-op salary and other cash benefits, if applicable, are considered taxable income and must be declared and filed through the Canada Revenue Agency. Tax matters are best addressed with a professional accountant or HR representative at your workplace. International students and those working outside of Canada are encouraged to consult a tax professional to ensure your income taxes are filed correctly. 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 Canada

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 departure, please visit their [website](#). You may also consider purchasing additional health coverage as a precaution.

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 e-mailing ask.ecc@utoronto.ca with the subject line “OHIP Letter” and include the following information:

- Full Name
- Student ID
- Discipline
- PEY Co-op Company Name
- Location (city, province/state, country)
- Start Date
- End Date

D. Co-op Work Permit Issues and Extending Study Permits

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

Questions related to Canadian immigration for international students can be directed to the [Centre for International Experience](#).

- [Study Permit Extensions](#)
- [Co-op Work Permits](#)

The International Student Immigration Advisor may also be consulted at isa.cie@utoronto.ca.

Note: if your study permit expired before the work term end date, you are responsible for applying for an extension that applies to both your study permit and co-op work permit.

E. Safety Abroad Requirements

Safety Abroad requirements are mandatory and are designed to prepare those of you who are going on work terms abroad. Topics covered include health and safety practices, cultural awareness and emergency procedures.

1. Update your information on the [Safety Abroad Registry](#)

The Engineering Career Centre, the Faculty and the University would like to ensure your safety and well-being while working abroad. As such it is important that you update your information.

In order for your profile to be considered complete, please make sure you include your

- Passport information

- Travel Health Insurance
- Emergency contact
- Your overseas contact information
- Activity Sponsor: Nabeela Rahman

Username: UtorID

Password: UtorID password

Please note that on some web browsers, the database may not appear to be a secure website. You need to make sure that your browser enables you to access the database. For more details, email safety.abroad@utoronto.ca.

2. Complete the **mandatory** Safety Abroad Workshop

The purpose of this session is to inform students of some of the risks they may encounter while working abroad, and to develop strategies for minimizing potential difficulties. Topics to be discussed include health insurance, extending OHIP, immunizations and health care, culture shock, safety advice and emergency procedures.

You can [register](#) to complete the workshops online.

3. Start your visa/work permit application process

Check whether your company helps with obtaining your visa and start your visa application as soon as possible. It is your responsibility to ensure you have the proper documentation to legally work in the country where you will be completing your PEY Co-op work term.

4. Check your Canadian visa status (international students only)

If you are an international student, you should follow up on your visa status in Canada. You may have to extend the validity of your student visa. Also make sure that you mention that you're a full-time student even when on PEY Co-op as this might impact the duration of your post-graduation work permit in Canada.

If you have questions on this topic, I suggest that you meet with or call the Safety Abroad Office's Immigration Advisor to discuss your student visa prior to departure. You can book an appointment via this [link](#).

F. Taking Courses

PEY Co-op is considered a full-time job. While on PEY Co-op, your priority is to fulfill your co-op responsibilities and successfully complete your work term. If taking a course is inevitable and necessary, students must comply with the following:

- 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
- Inform your manager about your interest in taking a course before applying for approval, and reassure them that your work will not be jeopardised
 - Devise a plan to make up time to meet your work expectations, if necessary

- Complete the [PEY Co-op Course Approval Request Form](#), found in the Engineering Career Portal under *Resources*
- Submit the request along with the completed form to pey.coop@utoronto.ca for review before the start of the course
 - Approval forms submitted after the start of the course will not be accepted

Note: You are responsible for the additional fees associated with each course you are enrolled in.

G. Evaluations, PEY Co-op Final Report, PER and PEO Forms

Evaluations

Both students and their respective supervisor(s) are to complete a set of forms and evaluations over the course of the PEY Co-op work term. These deliverables are required for the successful completion of PEY Co-op, and are as follows:

- To be completed by the student
 - Early PEY Co-op Self Reflection Form
 - Within the first 2 months of the work term
 - Unique link sent by e-mail
 - Final PEY Co-op Self-Reflection Form
 - Last month of the work term
 - Unique link sent by e-mail
 - Final PEY Co-op Report
 - August 31st, 2021
 - Submitted through Quercus

Students will be asked about the following skills: technical, communication and teamwork, time management and organization, adaptability, initiative and leadership, learning, ethics and social responsibility. The purpose of the forms is to assist students with reflecting on their skills and the progression of the students during the PEY Co-op work term.

- To be completed by the supervisor
 - PEY Co-op Midterm Student Performance Evaluation
 - 4 months into the work term
 - Unique link sent by e-mail
 - PEY Co-op Final Student Performance Evaluation
 - Last month of the work term
 - Unique link sent by e-mail

Employers will be asked to evaluate their student's performance in the same areas as above. The purpose of the evaluations is to get feedback regarding the student's development. Though not required, upon completion of the evaluation, supervisors are expected to meet with students to discuss their performance.

Only the ECC and its staff will have access to the responses. Please notify the ECC if your supervisor changes during the course of your work term with updated contact information.

Since the delivery of these forms and evaluations are *time sensitive*, it is important to accurately list PEY Co-op work term start and end dates when filling out the PEY Co-op Acceptance Form. If there are changes to these dates, the ECC must be informed in order to adjust the delivery of the evaluations.

PEY Co-op Final Report

The PEY Co-op Final Report will be reviewed by a faculty selection committee to assess the PEY Co-op notation. Reports that do not meet the requirements or are not submitted will result in a no credit (NCR) on your transcript.

Practical Experience Requirements (PER) Form – Engineering Students

It is a Faculty regulation that students must complete a minimum of 600 hours of practical work before graduation. PEY Co-op automatically fulfills this degree requirement. No further action is required on the part of the student to have this noted on their ACORN and transcript.

Professional Engineers Ontario (PEO) Form – Engineering Students

Graduates of an undergraduate engineering program accredited by the Canadian Engineering Accreditation Board are eligible to receive credit of up to 12 months for engineering experience acquired before graduation toward the required 48 months of work experience for licensing.

Complete and save the [Pregraduation Experience Record Guide](#) with your manager prior to the work term end date if using the PEY Co-op experience towards your P.Eng designation. Retain this detailed information for your records.

Detailed information can be found on their [website](#).