



**PEY Co-op What You Need to Know
2021-2022**

- ☒ I have completed the mandatory *Transition to Workplace* - Quiz online via Quercus and understand that this document is complementary to and not a substitute for information provided during the online recorded session.
- ☒ 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. Email: pey.coop@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)

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 and deadlines 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 when they pay their part-time incidental fees.

PEY Co-op students will notice an APUS Health fee and an APUS Dental fee (Association of Part-time Undergraduate Students) on their ACORN record for the fall and winter term. That APUS Health and Dental fee means they are covered automatically for health and dental. For more instructions and timeline, please access: <https://engineeringcareers.utoronto.ca/info-for-students/pey-co-op-esip-faqs/>

2021 Personal Tax Credits Return

- 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.
 - [TD1ON 2021 Ontario Personal Tax Credits Returns](#). Leave the basic amount listed on Line 1
 - [TD1 2021 Canada Revenue Agency Personal Tax Credits Returns](#). Complete the Tuition and Education section (Line 5) using your Winter 2021 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 expires 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

NOTE: The Engineering Career Centre, PEY Co-op program would like to ensure your safety and well-being while working abroad. Please observe the travel restriction set out by the [University of Toronto](#) and the [Safety Abroad](#) Office. Ensure that you have clarified the permissible travel dates with both your co-op coordinator and your employer.

A: Safety Abroad requirements

Safety Abroad requirements are mandatory and are designed to prepare those of you who are going on work terms abroad, as well as support you during your time overseas.

All students must complete the following Safety Abroad Requirements before travelling:

1. Review your destination's Global Affairs Canada Travel Advisory
 - Learn more about your destination and the possible risks while there
2. Complete the Safety Abroad pre-departure Workshop
 - Topics covered include health and safety practices, cultural awareness and emergency procedures
3. Secure appropriate and sufficient Travel Health Insurance
 - Ensure that you have health insurance coverage for the period of your work term
4. Add your trip to the Safety Abroad Registry and keep the information updated
 - Activity Sponsor: Marlyn de los Reyes

Read more about and complete the Safety Abroad Requirements (<https://safetyabroad.utoronto.ca/home/students/>) . If you have questions, or any difficulties accessing the Registry or Workshop, please email Safety Abroad (Safety.Abroad@utoronto.ca).

B: PEY Co-op Safety Abroad requirements

1. **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.
2. **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, we recommend that you request an appointment with the Centre for International Experience's Immigration Advisors to discuss your student visa prior to departure. You can book an appointment via this link (<https://studentlife.utoronto.ca/service/advising-immigration/>).

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.
- Speak with your manager about your interest in taking a course and ensure that your work will not be jeopardized and you will make up the necessary time to meet the work expectations.
- ✓ 2020-2021 PEY Co-op Students require signed approval from the PEY Co-op office to register in a course. Complete the [PEY Co-op Course Approval Request Form](#) and submit it to pey.coop@utoronto.ca for approval
- ✓ 2021-2022 PEY Co-op Students are to contact pey.coop@utoronto.ca for the Course Approval process for the 2021-2022 year

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: 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.

- ✓ **Early PEY Co-op Self-Reflection Form** (within the first few months of the work term)
- ✓ **Final PEY Co-op Self-Reflection Form** (last few months of the work term)
- ✓ **Final PEY Co-op report (August 2022):** 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.

To be completed by the student's supervisor: 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.

- ✓ **PEY Co-op Midterm Student Performance Evaluation** (four to five months into the work term)
- ✓ **PEY Co-op Final Student Performance Evaluation** (last few months of the work term)

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 the [Professional Engineering Website \(PEO\)](#)