



## PEY Co-op Renege Form

This Renege Form is a formal request for an exception to the PEY Co-op offer acceptance program requirements, as specified by the [PEY Co-op Program Requirements](#), Engineering Career Centre (ECC), Faculty of Applied Science & Engineering.

Instructions: Complete and submit a signed copy of this form to [pey.coop@utoronto.ca](mailto:pey.coop@utoronto.ca)

### Student Information:

Full Name	
U of T Email Address	
Student Number	
Program of Study	
Phone Number	

### Work Term Information:

Work Term	12-16 months <input type="checkbox"/> Summer Work Term <input type="checkbox"/>
Company	
Job ID	
Supervisor Name	
Supervisor Email	

The following information will be assessed by the ECC Leadership team, the employer, and/or the Office of the Vice Dean, Undergraduate.

I \_\_\_\_\_ (full name) have accepted a Work Term through the PEY Co-op program, and agreed to the following statement on my Work Term Agreement Form:

*I will not withdraw my acceptance, or decide to resign prematurely, without first discussing with the Director, Employer Relations (or designate) followed by the designated Employer representative.*

- a. *If for extenuating circumstances, I must rescind my acceptance of my work term prior to starting the job, I will complete a PEY Co-op Renege Form in order to maintain my eligibility to continue in the PEY Co-op program*

As a PEY Co-op student, I understand that honouring the professional commitment and contractual agreement of my co-op work term is required to successfully achieve work term



credit. In this very competitive process, I successfully obtained and accepted a co-op opportunity that could have been offered to another student. Recognizing that the employer has also made a commitment to provide this opportunity to me for the duration of the work term, I understand that rescinding my acceptance has implications on their operating plans for this time period.

Initial: \_\_\_\_\_

1. Provide a brief explanation of your case and reason of why you are rescinding your offer of employment.

2. Have you consulted with the ECC regarding your decision and reasoning to rescind on your offer of employment prior to notifying your employer?

- Yes
- No

3. If yes, have you discussed your decision to rescind on your offer with your employer? Our office will reach out to your employer to assess the impact on their team.

- Yes
- No

By signing this letter, I understand that in order to maintain PEY Co-op status and continue in the program, I am required to commit to my accepted offers of employment. Future renegeing of offers will result in my removal from the program.

- I agree

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ECC Staff Member Approval:**

I have reviewed the request submitted by \_\_\_\_\_ (Student's full name) to renege on their accepted PEY Co-op Work Term and approve the request to continue in the PEY Co-op program.

ECC Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_