

PEY Co-op What You Need to Know 2022-2023

This document provides resources on the following topics:

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A. Registration Status Change and ACORN Notation

Registration Status

- While you are participating in PEY Co-op, you are considered a full-time student. This does not cover summers. 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.
- Further questions regarding your registration status should be directed to your Faculty Registrar's Office.

ACORN Notation

- During PEY Co-op:
 - Fall and Winter Term Notation: IPR (In Progress)
- After PEY Co-op:
 - Fall Term Notation: IPR (In Progress)
 - Winter Term Notation:
 - CR (Credit) if you successfully complete the program requirements, evaluations, and final reflection report
 - NCR (no credit) if you do not successfully complete the program requirements, evaluations, and final reflection report

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
 - Arts & Science students – Please call 416-978-2190 or visit the Enrollment Services Office. Their office hours are posted here -
<http://www.future.utoronto.ca/faq/how-do-i-contact-enrolment-services-finances>

University Scholarships

- Generally, University of Toronto scholarship renewals will be deferred while you are on a PEY Co-op work term
 - 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/>

2022 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 pey.coop@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 as an international student on 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](#).

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: Given that [Global Affairs Canada](#) has lifted the world-wide “avoid non-essential” travel advisory, as of November 3, 2021, university sanctioned activities abroad (including PEY Co-op) can now resume for U of T students in countries and regions that are listed as “exercise normal security precautions” and “exercise a high degree of caution”.

The University will review the situation regularly over this period and provide updated communication should pandemic circumstances, public health and global affairs directives change. For regular updates, you can visit the [VP Students COVID-19 FAQ page](#).

i. 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 Online Workshop](#)
 - Topics covered include health and safety practices, cultural awareness and emergency procedures
 - To be completed well in advance of your departure
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: [Kate Epp](#)

Read more about and complete the [Safety Abroad Requirements](#). If you have questions, or any difficulties accessing the Registry or Workshop, please email [Safety Abroad](#).

ii. 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 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](#).

F. Taking Courses

Course registration and participation is **not permitted** during the first four months of a work term (i.e., the entirety of the ESIP or the first four months of a PEY Co-op work term).

If you would like to take a course while on your PEY Co-op work term, you must submit a completed [Course Approval Request Form](#) (signed by your work term supervisor/manager) to pey.coop@utoronto.ca to receive approval at least ten business days before the start of the course.

Students will not be approved to take more than 0.5 FCE per term and must not exceed a total of 1.0 FCE over the entire duration of the work term.

Students must ensure they will come back to full-time academic studies for the semester immediately following their work terms (i.e., Fall).

While on a work term, your priority remains with your employer and contract. Students are strongly advised to not enroll in any courses while on their work terms and should not request any time off to study, attend classes, or write exams during their work terms.

If you are considering enrolling in a course that occurs during your work term, please connect with your Academic Advisor prior to registering for the course to ensure you will return to full-time academic status immediately following your work term.

Failure to comply with any of the above guidelines may result in a student not fulfilling the PEY Co-op program requirements and this may result in an NCR (no credit) for the work term on their transcript.

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

Evaluations

Your PEY Co-op experience includes the completion of self-reflection and performance evaluation forms by students and employers at different stages of the work term, as listed below. Submission of all three (3) student requirements will be assessed for completion. Failure to submit may result in a failing (NCR) notation on your transcript. Our office will email the forms and instructions to you and your supervisor at the appropriate times. For more information about PEY Co-op evaluation requirements, [click here](#).

To be completed by the student:

- Early Self-Reflection Form (within the first three months of the work term)
- Final Self-Reflection Form (within the last two months of the work term)
- Final Report (due August 2022, detailed instructions will be sent to your @mail.utoronto.ca email address in Spring 2022)

To be completed by the student's supervisor:

- Midterm Performance Evaluation (four to five months into the work term)
- Final Performance Evaluation (within the last two months of the work term)

If you have any questions or concerns regarding any aspect of the PEY Co-op Evaluations or Final Reflection Report please contact us at evals.ecc@utoronto.ca

Site Visits

The ECC may reach out to students and employers to schedule site visits (onsite or virtual) to meet and discuss how the work term is progressing to date. Site visits provide the co-op coordinators the chance to see the student in their work environment, learn about the type of work the students is doing, as well as assist with any issues that may have arisen thus far affecting either the student and supervisor. Students are encouraged to request a site visit if they are experiencing any concerns while on PEY Co-op.

Practical Experience Requirements (PER) Form – Engineering Students

It is a Faculty of Applied Science and Engineering regulation that students must complete a minimum of 600 hours of practical work before graduation. Attaining a CR (credit) for PEY Co-op automatically fulfills this degree requirement. No further action is required on the part of the student if they receive a CR for PEY Co-op on their ACORN transcript. Students who receive an NCR (no credit) for PEY Co-op will need to submit the PER form to their undergraduate office to record their practical experience.

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 \(PEO\)](#)