



PEY CO-OP 12-16 MONTH WORK TERM AGREEMENT FORM

To be completed and uploaded to the “my documents” section in the ECC Career Portal

Student Last Name:	Student First Name:	
Student ID Number:	Student Email:	
Job Title:	Job ID Number (ECC Portal):	
Company:	Start Date:	End Date:
Working Arrangement:		
<input type="checkbox"/> On –Site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: _____		
Work Location:		
<input type="checkbox"/> Canada <input type="checkbox"/> If abroad please specify location: _____		
Status of Co-op Work Permit (International Students Only):		
<input type="checkbox"/> Approved <input type="checkbox"/> Application submitted/pending approval		
<input type="checkbox"/> No application or work permit <input type="checkbox"/> Other		

PEY Co-op 12-16 Month Work Term Agreement

I agree to abide by the following [PEY Co-op Program Requirements](#) before, during and after my co-op work term:

- I take ownership of the decision to accept this PEY Co-op 12-16 month job offer. I will immediately cease searching for other co-op opportunities. I will provide the Engineering Career Centre (ECC) with a signed copy of my Offer Letter/Contract on the ECC Career Portal within three business days of receipt
- I understand that my status at the university will remain as a registered student while I am on a work term and I will pay all commensurate fees including the PEY Co-op program fee installments according to the [FASE Fees Schedule](#).
- I agree to commit to a 12-16 month continuous work term within the same organization. I will not withdraw my acceptance, or decide to resign prematurely, without prior discussion with the Director, Employer Relations (or designate) followed by the designated Employer representative. I understand that if I do resign without said prior discussion:
 - The status of my 12-16 month work term may be revoked, and I may get an NCR (no credit) for the 12-16 month work term on my transcript, reflecting an unsuccessfully

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completed work term. I understand that the PEY Co-op fee instalments are non-refundable, regardless of the number of months that I have worked.

4. I understand that honouring this professional commitment and contractual agreement of my co-op work term is mandatory. In this very competitive process, I successfully obtained and accepted this co-op opportunity that could have been offered to another student. As such, I will follow through on my commitment, recognizing that the employer has also made a commitment to provide this opportunity for the agreed 12-16 month duration.
 - If, for extenuating circumstances, I must rescind my acceptance of my work term prior to starting the job, I will complete the [PEY Co-op Renege Form](#) in order to maintain my eligibility to continue in the PEY Co-op program and search for a new 12-16 month work term.
5. I commit to working full-time hours for the duration of the work term. The fulfillment of my co-op responsibilities is a top priority. I will only take courses that are essential and in accordance with the expectations of students [taking courses during a co-op work term](#) set by the ECC.
6. I will complete my assigned responsibilities to the best of my abilities and will research or ask for help should I require assistance.
7. I will strive to conduct myself in a professional manner while on my work term, and I will assume the responsibilities laid out in the [University of Toronto Code of Student Conduct](#). I will notify the ECC staff immediately if I am experiencing any issues or concerns in the workplace. I will seek guidance from the ECC prior to making critical decisions or taking untoward actions in the workplace. I understand that the ECC may contact my supervisor/HR to collaborate and to support me in this process.
8. International Students - I will upload a copy of my Co-op Work Permit on the ECC Career Portal to confirm my eligibility to work prior to the start of my work term.
9. Students working outside of Canada - I agree to follow the guidelines outlined in the PEY Co-op [Program Requirements](#) and complete all the mandatory requirements of the [Safety Abroad Office](#). I will observe the local health and safety protocols as well as those of the company.
10. I understand that my 12-16 month work term will appear on my transcript as a course and will be assessed as either CR (credit) or NCR (no credit). This is considered a non-academic credit, meaning that it does not have an impact on my GPA. Gaining a CR for this work term is contingent upon successfully completing [all work term requirements](#).
11. I agree to return to full-time courses in the fall term immediately following the completion of my 12-16 month work term to continue my undergraduate degree. I acknowledge that this is a government mandated requirement of co-op students.

I understand and accept the terms of this agreement as set out above.

Student Signature: _____ Date: _____