



## Co-operative Education Not-For-Profit Wage Subsidy Program

In support of the University of Victoria's Strategic Framework's experiential learning strategy, funding has been provided by the President to increase experiential learning opportunities through the development of a wage subsidy program that gives priority to co-op work terms with not-for-profit organizations for students placed locally, across the province and throughout Canada. The **Strategic Framework Experiential Learning Fund (SF-ELF)** will subsidize 10 UVic co-op work terms per year with not-for-profit organizations anywhere in Canada. The purpose of this funding is to allow co-op students, who might not otherwise have the opportunity, to engage in rich and meaningful experiential learning opportunities. The funding provides financial assistance to employers who may not be able to offer competitive salaries. As a not-for-profit employer, you can apply for funds for co-sponsorship for one co-op work term. This funding will not cover the full cost of hiring a student—you are responsible for additional costs in excess of the maximum funding subsidy allowance of \$5,000.

### Guidelines

- The salary subsidy is to be used solely to support the salary payroll costs of hiring a co-op student
- If the organization secures multiple funding sources, the total funding should not exceed 100% of the wage
- Priority will be given to an organization that has not been awarded an SF-ELF wage subsidy in the past
- The wage subsidy work term will be determined in consultation with the [Co-op Coordinator](#)

### Eligibility

To be eligible for the SF-ELF Co-operative Education Not-For-Profit Wage Subsidy Program funding, your not-for-profit organization must:

- Hold charity or not-for-profit status in Canada and demonstrate financial need
- Provide a job description and outline the student's job duties and learning objectives
- Have the ability to top up wages to provide at least minimum wage for the co-op student for a 4-month term and provide 4% vacation pay or time off in lieu
- Provide supervision of the co-op student, including completion of learning assessments and a work site visit

### Application Process

- Discuss your eligibility with your [Co-op Coordinator](#), and if appropriate, complete the form on the next page
- Once an application form has been completed and signed by the Co-op Coordinator and the employer, the co-op coordinator will submit it to: [coopwagesubsidy@uvic.ca](mailto:coopwagesubsidy@uvic.ca)
- Submitting an application does not guarantee funding—selection is competitive
- If funding is approved, 50% of the subsidy will be paid at the end of the first month of the work term and final payment will be made after the final assessment is received
- The deadlines for the application form are: **November 1** for January-April work term, **March 1** for May-August work term, and **July 1** for September-December work term
- The selection committee will assess the application and determine approval for the subsidy



### Co-operative Education Not-For-Profit Wage Subsidy Program

**Co-op student**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Student # \_\_\_\_\_ Email: \_\_\_\_\_ Work Term: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Monthly salary: \_\_\_\_\_ Subsidy amount: **\$5,000**

**Employer organization**

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Printed name: \_\_\_\_\_

Is hiring for this position contingent on receiving this funding? Explain why.  
\_\_\_\_\_

What positive impact will this opportunity have on the student and/or the organization?  
\_\_\_\_\_

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

**Employer's signature indicates agreement to the following:**

1. Confirms eligibility requirements have been met and that the employer organization holds charity or not for profit status.
2. The grant will support the salary cost of hiring a co-op student. Fringe benefits may be provided and are the responsibility of the employer (4% vacation pay or time off in lieu is required).
3. The Co-operative Education Not-For-Profit Wage Subsidy Program is provided for UVic students who are registered in a co-op work term anywhere in Canada as part of their UVic degree.
4. 50% of the subsidy will be paid at the end of the first month of the work term and final payment will be made after the final assessment is received.
5. The employer will advise the Co-op Coordinator if the work term dates are adjusted, and if shortened, the grant may be prorated accordingly.

**Co-op Coordinator**

Coordinator name: \_\_\_\_\_ Program area: \_\_\_\_\_

Job posting attached Date: \_\_\_\_\_ Coordinator signature: \_\_\_\_\_

**To be completed by the Executive Director of UVic's Co-operative Education Program and Career Services**

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

