



Indigenous Co-operative Education Wage Subsidy Program

In support of the University of Victoria's Strategic Framework's experiential learning strategy, the **Strategic Framework Experiential Learning Fund (SF-ELF)** will subsidize 10 Indigenous UVic co-op students per year who are undertaking co-op work terms in Indigenous community organizations anywhere in Canada as part of their UVic degree. 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 Indigenous Co-operative Education Wage Subsidy Program will provide financial assistance to employers who may not be able to offer competitive salaries. As an 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 Indigenous Co-operative Education Wage Subsidy Program funding, your organization must:

- Provide a project description and the student's job duties that demonstrates a direct connection and contact with Indigenous business, communities or community groups
 - Outline learning objectives for the co-op student
 - 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, complete the learning assessment requirement and participate in a work site visit
- *Priority will be given to Indigenous students and Indigenous business, communities or community groups

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
- 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



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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. 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).
2. The Co-operative Education Indigenous 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.
3. 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.
4. 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: _____

