



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
- Employers may not receive a subsidy for more than one work term
- The wage subsidy placement 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:

- Provide a project description and the student's job duties
- 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, including completion of a learning assessment and a work site visit

How to apply

- 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 for consideration
- 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 placement and final payment will be made after the final assessment is received
- The deadlines for the application form are: November 1 for January-April placement, March 1 for May-August placement, and July 1 for September-December placement



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For Office Use Only

Program	Term	Year	Grant number

Co-op student

Name: _____ Address: _____

Student # _____ Email: _____ W1____ W2____ W3____ Higher W____

Start date: _____ End date: _____ Monthly salary: _____ Subsidy amount: _____

Not-for-profit employer organization

Organization name: _____

Address: _____ Tel: _____

Email: _____ Printed name: _____

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 employer will advise the co-op coordinator immediately when a student is not working a full month, in which case the grant may be pro-rated.
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 placement and final payment will be made after the final assessment is received.

Co-op coordinator

Name: _____ Program area: _____

Date: _____ Signature: _____

Executive director, Co-operative Education Program and Career Services

Date: _____ Signature: _____

1. The co-op coordinator must complete this form (including obtaining employer's signature), then forward to the executive director, Co-operative Education Program and Career Services.
2. The executive director (or designate) will assess the application and determine approval for the subsidy, then forward the original to University Accounting, retain one copy, and send two copies to the co-op coordinator (who will forward one copy to the employer).
3. Questions concerning this position should be directed to the [co-op coordinator](#).

