



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
- Employers may not receive a subsidy for more than one work term
- 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

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 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 (extended to Aug 31 for 2019)

Questions? Please contact Renée Livernoche, LE, NONET Experiential and Community Learning Coordinator at 250-472-4618 or lenonetelc@uvic.ca.



Indigenous Co-operative Education Wage Subsidy Program

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: _____

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 Indigenous Co-operative Education 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.

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](#).

