



PEY JOB OFFER ACCEPTANCE FORM

Professional Experience Year (2015 – 2016)

Please return your completed form to the ECC/PEY Office or email it to pey@ecf.utoronto.ca.

Student Information			
Last Name:		First Name:	
Student Number:		Date Accepted:	
Have you transferred programs since you signed up for PEY in September?		If so, what is your new ROSI Degree Post Code?	
Job Information			
	Job Title	Job Number (Career Portal)	Company
Accepting			
Start Date:		End Date:	
Declining			

PEY Agreement

I agree to abide by the following PEY policies and procedures while on internship:

- I agree to pay the PEY placement fee of \$925.00 and part-time incidental fees in accordance with the deadlines and instructions provided by the Student Accounts Office. I understand that the placement fee is non-refundable and will be posted on my ROSI account.
- I will submit all required evaluation documents (mid-term and final), as well as the Final PEY Report.
- I will not resign prematurely from the above-mentioned position without consent from the Director, Engineering Career Centre (ECC).
- I will update/add my internship contact information (work phone number and e-mail) in my Career Portal account.
- I will attend the *Transition to the Workplace* session prior to the start of my internship (details will be emailed to all students going out on PEY).
- ___(✓) For students accepting a PEY job outside of Canada (details and information on the following requirements will be emailed at a later date):
 - I will attend the *Safety Abroad Workshop*
 - I will register and update my on-line profile in the *Safety Abroad Database*
 - I will submit the *Consent Form* and *Release from Liability* for Professional Experience Year
- ___(✓) For International Students:
 - I will obtain a valid **Co-op Work Permit** before beginning my PEY internship (PEY Office will contact you with more details on this process)

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

Student Signature: _____ Date: _____

For Official Use (to be completed by PEY Staff)

<input type="checkbox"/> Career Portal	<input type="checkbox"/> Student Email
<input type="checkbox"/> Placement File	<input type="checkbox"/> Employer Email
<input type="checkbox"/> Contract Saved	