



## GRADUATE FUNDING PACKAGE 2019/20

### Practicum/Internship Employment Exemption

**Purpose of the Exemption:** Students in the CP and SCCP programs who are eligible for the Base Funding may be permitted exemption from the work obligations associated with the funding package during the years when they are required by their programs to complete either a practicum or an internship. The attached form must be completed and submitted to apply for this exemption.

#### Work Exemption Requirements:

1. Students on unpaid required practicum/ internship will have the GA component waived. They will receive \$17K in OISE grant plus tuition and incidental fees.
2. Students on paid practicum/internship and choose to decline their GA, will receive tuition and incidental fees only.

Receipt of this completed form by OISE will indicate that you are declining your offer of a GA. **Please note that if you subsequently decide to accept an OISE Graduate Assistantship, TA, or Sole Responsibility position, the income will count as part of your graduate funding package.**

**Practicum and Internship Inclusion:** Practica for which this exemption applies are associated with courses APD 3217, APD 1218, and APD 3241, APD1203 (practicum) and APD3270 (internship). Internships for which this exemption applies are associated with courses APD 3268, and APD 3242.

For purposes of the funding policy, we do not consider unpaid full-time internships to be full-time employment. If you have an unpaid full-time internship, you are eligible for Base Funding and may complete the Declaration Form.

If you wish to claim this exemption, you are responsible for ensuring that the form (on page 2) is completed by you and your department and submitted to [oise.gradfinasst@utoronto.ca](mailto:oise.gradfinasst@utoronto.ca) by July 15, 2019. **Submission of this completed form to OISE will indicate your desire to decline your offer of a GA and will be processed accordingly.**

# Practicum/Internship Exemption Form (2019- 2020)

This form is confirmation that the student listed is completing a practicum or internship during the 2019/20 academic year and wishes to claim the Practicum/Internship Exemption. The information provided will be used in determining the Student's Base Funding for 2019/20. The form should be completed by the department and signed by both department representative and student.

Please print all information clearly.

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## STUDENT INFORMATION

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Student Number: \_\_\_\_\_ Dept. \_\_\_\_\_

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## PRACTICUM/INTERNSHIP INFORMATION

Type of Appointment  Practicum  Internship

Total Hours of Position: \_\_\_\_\_

Position is:  Paid  Unpaid

If a paid position, please indicate the total monies student will receive in payment (beyond reimbursement for travel and relocation costs):

\$ \_\_\_\_\_

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My practicum/internship position is for a minimum of 240 hours. I wish this position to be considered fulfilment of my work component.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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Department signature confirming above information:

\_\_\_\_\_  
Signature of Clinical Training Program Coordinator

\_\_\_\_\_  
Date

Once the form is completed by the department, please deliver to Margaret Tang, 12<sup>th</sup> floor, room 139, or email to [oise.gradfinasst@utoronto.ca](mailto:oise.gradfinasst@utoronto.ca)