

Host Organization Agreement

Fax Cover Sheet

To:	Career Edge Organization - Client Services
Fax:	416-977-4090

From:		Fax:	
Organization :		Phone:	
Date:		Pages:	4

Please read and sign the following host agreement on behalf of your organization.

By signing this agreement, you indicate that you have read and understood the *Host Organization Agreement* and the *Code of Conduct and Workplace Practices* document.

This agreement applies to all Career Edge Organization programs including *Career Edge*, *Ability Edge* and *Career Bridge*. By signing this document you are confirming that you have signing authority on behalf of your Organization.

Please send only the signed Host Agreement and this fax cover sheet (four pages, excluding schedules) to Career Edge Organization.

For further information or assistance, please contact:

Career Edge Organization
144 Front Street West, Suite 310
Toronto, ON M5J 2L7
Tel: 1-888-507-EDGE (3343)
416-977-EDGE (3343)
Fax: 416-977-4090
Email: info@careeredge.ca

1 General

- 1.1 Career Edge Organization is a not-for-profit corporation committed to placing individuals ("Interns") with organizations ("Hosts" or "Host Organizations"), so as to provide Interns with meaningful paid work experience through an internship program ("Internship").
- 1.2 The Host Organization wishes to host a Career Edge Organization intern(s) ("Intern") and provide an Internship(s) in accordance with the terms and conditions set out in this Agreement.
- 1.3 The following sets out the terms and conditions by which Career Edge Organization and the Host Organization agree to conduct business with respect to the placement of Interns at the Host Organization. This document is to be read in conjunction with the **Code of Conduct and Workplace Practices**, which is included as Schedule A of this Agreement.

2 Fees

- 2.1 Career Edge Organization will invoice the Host Organization for all applicable costs, as set out in the price schedule in effect at the time the Host selects an Intern. The current price schedule is attached as Schedule B of this Agreement. The Host Organization will be notified of changes to this price schedule, which may occur from time to time and apply only to future internships entered into on or after the effective date of the notified changes.
- 2.2 During the term of an Internship, the Host Organization agrees to be billed and pay in full, in advance, or if needed, by quarterly installments, in advance. The Host Organization understands that advance billing is necessary to enable Career Edge Organization, as a not-for-profit organization, to meet its intern payroll obligation, while charging Host Organizations a non-refundable Program Delivery Fee.
- 2.3 The Host Organization agrees to pay the invoiced amount to Career Edge Organization within thirty (30) calendar days of receipt of an invoice. A late payment fee of 12% per annum will be charged on overdue amounts.
- 2.4 The Host Organization acknowledges that Career Edge Organization will determine and refund the applicable amount to the Host Organization should an Intern be terminated prior to the end of an internship.
- 2.5 The Host Organization agrees to pay Career Edge Organization the applicable non-refundable Program Delivery Fee in the unusual event that the Host Organization hires a candidate from Career Edge Organization's internship posting board outside of the Career Edge Organization internship programs.
- 2.6 For greater certainty, Career Edge Organization is responsible for the applicable payroll deductions and remittances related to the stipend paid to the Intern subject to the timely and accurate disclosure of applicable information from Host Organization and shall indemnify and save harmless the Host Organization in respect of same.

3 Termination of Interns

- 3.1 The Host Organization may terminate the assignment of an Intern, at any time, if the Intern's attendance, participation, performance or cooperation is not to a reasonable standard established by the Host Organization or for any other reason considered valid by the Host Organization.
- 3.2 The Host Organization agrees that Career Edge Organization and the Intern must be given two weeks notice or pay in lieu of notice unless the intern is terminated for due cause, in which case this is not required.

4 Termination of Agreement

- 4.1 Either party has the right to terminate this Agreement on 30 days notice for any reason either party deems appropriate and immediately for material breach of the agreement by either party provided that any internship(s) in place at the Host Organization are terminated as provided for under section 3 of this Agreement.
- 4.2 Upon termination of this Agreement, Career Edge Organization shall refund to the Host Organization, any unused fees paid by the Host Organization. Upon termination of this Agreement, the Host Organization agrees to pay Career Edge Organization, in full, upon receipt of invoice, any outstanding amounts related to the internship(s).

5 Code of Conduct and Workplace Practices

- 5.1 The Host Organization agrees to comply with the attached **Code of Conduct and Workplace Practices** (Schedule A) as a minimum standard.

6 Labour Dispute and/or Work Disruption

- 6.1 In the event of a potential labour dispute or work disruption at the Host Organization the Host Organization will advise Career Edge Organization in a timely manner and work with Career Edge Organization to determine the appropriate course of action to be taken with respect to active and pending internships.

7 Trademark

- 7.1 Upon execution of this agreement, the Host Organization is entitled to use the Career Edge Organization and its program names, logos and/or trademarks and to identify itself as a Career Edge Organization participant. Career Edge Organization reserves the right to use the Host Organization's name, logo and/or trademark to promote the Career Edge Organization programs, subject to the prior written approval of the Host Organization.
- 7.2 If for any of the above reasons this Agreement is terminated, the use of the Career Edge Organization and the Host Organization's name, logo and /or trademark is automatically revoked.

8 Indemnification

- 8.1 The Host Organization will defend, indemnify, save and hold harmless Career Edge Organization, its officers, directors, agents and employees from any and all actions, complaints, claims, demands, liabilities, costs or expenses, including reasonable legal fees resulting from (i) the Host Organization's breach of any obligation, duty, representation or warranty contained in this Agreement or (ii) any claim against Career Edge Organization or any claim for which Career Edge Organization may be liable as a result of the placement of, and any activity by an Intern while working at the Host Organization.
- 8.2 Career Edge Organization will defend, indemnify, save and hold harmless the Host Organization, its officers, directors, agents and employees from any and all actions, complaints, claims, demands, liabilities, costs or expenses, including reasonable legal fees resulting from the breach of this agreement by Career Edge Organization or its employees, excluding breach of this agreement by an Intern.

9 Confidential Information

- 9.1 During this agreement, both the Host Organization and Career Edge Organization may disclose information of a secret, confidential and non-public nature to each other. Each party agrees to hold any such information in confidence and not disclose such information unless agreed to in advance in writing or required by law.

10 Compliance

- 10.1 Career Edge Organization agrees to comply with all applicable laws, rules, regulations and orders of Canada and of its provinces including but not limited to employee legislation.
- 10.2 Career Edge Organization represents and warrants that it validly exists as a legal entity and has the power and authority to enter into this Agreement and to carry out the terms of this Agreement.
- 10.3 Career Edge Organization represents and warrants that it is a GST registrant for purposes of the Excise Tax Act and its GST registration number is 89473 2635 RT0001.
- 10.4 Career Edge Organization represents and warrants that it is a resident of Canada.

The parties agree that in matters of interpretation of this agreement, the laws of the Province of Ontario shall apply.

Agreed this _____ day of _____, 20_____.

Host Organization

Career Edge Organization

Name of Host Organization

Anne Lamont

Name

Name of Signer

President and CEO

Title

Title

Signature

Signature

SCHEDULE A

INTRODUCTION

The Host Organization agrees to comply with the following **Code of Conduct and Workplace Practices** as a minimum standard governing the implementation of the following three Career Edge Organization paid internship programs: **Career Edge**, for recent graduates from Canadian colleges and universities; **Ability Edge**, for recent graduates from Canadian colleges and universities, with self-declared disabilities; and **Career Bridge**, for internationally qualified professionals who have recently immigrated to Canada.

In general, the Host Organization must:

- i. not discriminate in the selection, training, transfer, lay-off, discharge, discipline or treatment of Interns on any ground prohibited by law; and
- ii. be committed to observing the provisions of applicable legislation including, but not limited to, legislation respecting human rights and occupational health and safety.

1. INTERNSHIP GUIDELINES

Internships should be both challenging and meaningful, allowing Interns to gain general paid work experience and develop specific career-related skills.

2. COACHES AND EVALUATIONS

The Host Organization will provide a Coach for the Intern who may or may not be the Intern's direct supervisor. The Coach's main purpose is to provide support to the Intern and to help the Intern reach goals established by both the Coach and Intern at the beginning of the internship.

Continual feedback should be given to the Intern and it is the Coach's responsibility to ensure this feedback takes place. This will occur both informally on an on-going basis and through formal appraisals mid-way through the internship and at the conclusion of the internship. At the commencement of the internship, the Coach and/or Supervisor should meet with the Intern to identify their joint expectations and the basis on which the Intern will be evaluated.

3. FREEDOM FROM HARASSMENT

Each Intern is entitled to work in an environment that is free from verbal, physical or sexual harassment as defined by the applicable legislation and the Host Organization must make every reasonable effort to ensure that this is the case. The Host Organization will ensure prompt investigation and documentation of all allegations of harassment.

Harassment may occur in a variety of ways and may, in some circumstances, be unintentional. Regardless of intent, such conduct is not acceptable.

Complaints of harassment should be reported to the Intern's Coach and to Career Edge Organization. The confidentiality of the Intern alleging harassment will be maintained, with the exception that the Intern's name may be disclosed if it is necessary for the purpose of the investigation or for taking of disciplinary action.

Any Intern who is found to have harassed another individual will be subject to disciplinary action including, but not limited to, removal from the program.

4. PERSONAL CONDUCT OF INTERNS

All Interns are expected to conduct themselves in a manner that does not deter from the safe and efficient operation of the Host Organization. As well, all Interns must:

- i. comply with all rules and regulations of the Host Organization;
- ii. use materials and equipment in a safe and efficient manner;
- iii. ensure that their own welfare and the welfare of others is not jeopardized by the use of drugs or alcohol.

It is a condition of this Code of Conduct and Workplace Practices that the Intern will not disclose any information relating to the private or confidential affairs of a Host Organization to any person other than for the Host Organization's purposes, and will not, either during the internship or at any time thereafter, use for their own purposes, any information or secrets the Intern may acquire in relation to the business of the Host Organization.

Some Host Organizations have separate non-disclosure/confidentiality and/or intellectual property agreements, which Interns may be required to sign and abide by if requested by the Host Organization. In addition, the Host Organization may at its sole expense require Interns to be bonded, to have a criminal record check or other additional qualifications. Interns must meet the qualifications of the Host Organization to be eligible for the internship. The Host Organization agrees to advise the Intern candidate prior to the acceptance of an internship of any additional requirements for qualification.

5. HEALTH & SAFETY

The health and safety of interns is a shared responsibility of Career Edge Organization, the Host Organization and the Interns. Career Edge Organization will provide Interns with an Intern Health and Safety Handbook which will outline their rights under health and safety legislation, including the right to refuse work that they perceive as dangerous, without fear of reprisal.

Host Organizations are responsible for complying with their applicable health and safety legislation. As such, they will ensure all workplace related health and safety policies for its own employees are applied and appropriately communicated to the Intern and that Interns working on their sites comply with the applicable health and safety legislation.

Interns should understand their rights under health and safety legislation and each Intern should participate in health and safety training provided by the Host Organization. Each Intern will ensure that he or she carefully and fully observes and complies with all safety and health regulations.

Interns should report any health and safety concerns, accidents or occupational illnesses to their supervisor, as well as Career Edge Organization. The Host Organization will ensure timely reporting of any work related injuries or occupational illnesses involving the Intern to Career Edge Organization in order for Career Edge Organization to comply with its reporting requirements under health and safety legislation.

6. ABSENCES

Absences, other than as specified below, will be dealt with according to the policy of the Host Organization. If there is a mandatory time off (e.g., a shut-down), the Intern should be given the option of taking his or her vacation and/or time off without pay. An Intern may request, in writing, a leave of absence without pay if the leave is needed for a good reason and does not interfere with the

Intern's development in his or her position or the Host Organization's reasonable requirements. When an Intern requests a leave due to an emergency, the Host Organization will grant the leave, if possible, even if the Intern did not request it in writing.

Interns will be paid for the occasional sick day and for short-term disabilities for up to ten (10) working days by Career Edge Organization; the Host Organization will report such absences to Career Edge Organization. The Intern will provide a doctor's certificate to the Host Organization for illnesses exceeding three (3) consecutive days. An Intern who is absent without approval for more than three (3) consecutive days or who is repeatedly absent for one or more days must be reported to Career Edge Organization by the Host Organization.

From time to time, Interns may attend professional development sessions associated with the Career Edge Organization programs. While every effort will be made to schedule these sessions outside of normal working hours, the Host Organization agrees to make reasonable efforts to allow the Intern to attend these sessions as scheduled by Career Edge Organization during the course of the internship.

Given reasonable advance notice, the Host Organization agrees to permit the Intern reasonable time off for the purpose of job interviews during the last quarter of the internship.

7. COMPENSATION (STIPEND)

Career Edge Organization will compensate the Intern (semi-monthly) for the duration of the internship at the stipend rate stipulated in the Career Edge Organization Employment Contract.

8. HOURS OF WORK

The normal required work shift generally lasts eight (8) hours per day or forty (40) hours per week. This may vary, but in no case will the Intern's attendance at a Host Organization be less than thirty-five (35) or more than the regular hours as set out in applicable provincial legislation (i.e. forty-four (44) hours per week in the Province of Ontario). Should any Intern have a claim to overtime pay under any applicable employment standards statute or regulation, Career Edge Organization will pay such overtime and the Host Organization shall reimburse Career Edge Organization in respect of any such claim.

9. STATUTORY/RELIGIOUS HOLIDAYS

As holidays vary from province to province, the holidays to be observed, as days off with pay, will be based on practices of the Host Organization but, at a minimum, must be in accordance with applicable legislation.

10. VACATIONS WITH PAY

The Intern will be entitled to a vacation in accordance with his or her Employment Contract (generally 2 weeks per year pro-rated over the length of the internship). The scheduling of such time will be with the approval of the Host Organization. Should an Intern have a legitimate claim for vacation pay at the end of the internship as the result of unused vacation, Career Edge Organization will pay the corresponding amount to the Intern and the Host Organization shall reimburse Career Edge Organization for the amount of vacation pay paid to the Intern.

11. BENEFITS

All Career Edge Organization Interns will be covered by the appropriate workers' compensation agency paid by Career Edge Organization. As well, Career Edge Organization will pay the employer share of all applicable payroll taxes on behalf of the Intern. Career Edge Organization does not offer any additional benefits.

12. PAYROLL REMITTANCES

Career Edge Organization oversees payroll remittances that are based on accurate and timely information provided by the Host Organization and the Intern. Career Edge Organization reserves the right to make appropriate financial adjustments for errors and/or omissions caused by incomplete, inaccurate or untimely information.

13. LABOUR DISPUTE AND/OR WORK DISRUPTION

In the event of a labour dispute or work disruption, Career Edge Organization and the Host Organization will work together to determine the appropriate course of action to be taken with respect to active and pending internships.

NOTE: Career Edge Organization reserves the right to modify and amend the contents of the Code of Conduct and Workplace Practices from time to time, in whole or in part. Career Edge Organization will provide notification of any such changes.

PROGRAM PRICE SCHEDULE

Effective July 1, 2010
For Clerical Internships Only



Internship Program Durations & Cost Breakdown

Province	Category	6 Months	9 Months	12 Months
Ontario, New Brunswick and Newfoundland & Labrador	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	HST @ 13%	\$ 1,887.34	\$ 2,701.01	\$ 3,514.68
	Total	\$ 16,405.34	\$ 23,478.01	\$ 30,550.68
P.E.I., Saskatchewan, Manitoba and the Territories	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	GST @ 5%	\$ 725.90	\$ 1,038.85	\$ 1,351.80
	Total	\$ 15,243.90	\$ 21,815.85	\$ 28,387.80
Alberta	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST @ 5%	\$ 754.50	\$ 1,081.75	\$ 1,409.00
	Total	\$ 15,844.50	\$ 22,716.75	\$ 29,589.00
Quebec	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST/TPS @ 5%	\$ 754.50	\$ 1,081.75	\$ 1,409.00
	QST/TVQ @ 7.875%	\$ 1,188.34	\$ 1,703.76	\$ 2,219.17
	Total	\$ 17,032.84	\$ 24,420.51	\$ 31,808.17
British Columbia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	HST @ 12%	\$ 1,810.80	\$ 2,596.20	\$ 3,381.60

PROGRAM PRICE SCHEDULE

Effective July 1, 2010
For Clerical Internships Only

	Total	\$ 16,900.80	\$ 24,231.20	\$ 31,561.60
Nova Scotia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	HST @ 15%	\$ 2,177.70	\$ 3,116.55	\$ 4,055.40
	Total	\$ 16,695.70	\$ 23,893.55	\$ 31,091.40

Notes

1. Interns can be hired at any time during the internship period for no additional cost.
2. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
3. A 4% Payroll Processing & Administration fee is charged on intern stipends.
4. Intern stipend based on a minimum rate of \$1,833.33/month.
5. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
6. Notification will be provided for changes to program prices.
7. The above program price schedule is applicable to clerical internships only.



Internship Program Durations & Cost Breakdown

Province	Category	6 Months	9 Months	12 Months
Ontario, New Brunswick and Newfoundland & Labrador	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	HST @ 13%	\$ 2,017.34	\$ 2,831.01	\$ 3,644.68
	Total	\$ 17,535.34	\$ 24,608.01	\$ 31,680.68
P.E.I., Saskatchewan, Manitoba and the Territories	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	GST @ 5%	\$ 775.90	\$ 1,088.85	\$ 1,401.80
	Total	\$ 16,293.90	\$ 22,865.85	\$ 29,437.80
Alberta	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST @ 5%	\$ 804.50	\$ 1,131.75	\$ 1,459.00
	Total	\$ 16,894.50	\$ 23,766.75	\$ 30,639.00

PROGRAM PRICE SCHEDULE

Effective July 1, 2010

For Clerical Internships Only

Quebec	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST/TPS @ 5%	\$ 804.50	\$ 1,131.75	\$ 1,459.00
	QST/TVQ @ 7.875%	\$ 1,267.09	\$ 1,782.51	\$ 2,297.92
	Total	\$ 18,161.59	\$ 25,549.27	\$ 32,936.92
British Columbia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	HST @ 12%	\$ 1,930.80	\$ 2,716.20	\$ 3,501.60
	Total	\$ 18,020.80	\$ 25,351.20	\$ 32,681.60
Nova Scotia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 9.8%	\$ 1,078.00	\$ 1,617.00	\$ 2,156.00
	HST @ 15%	\$ 2,327.70	\$ 3,266.55	\$ 4,205.40
	Total	\$ 17,845.70	\$ 25,043.55	\$ 32,241.40

Notes

1. Interns can be hired at any time during the internship period for no additional cost.
2. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
3. A 4% Payroll Processing & Administration fee is charged on intern stipends.
4. Intern stipend based on a minimum rate of \$1,833.33/month.
5. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
6. Notification will be provided for changes to program prices.
7. The above program price schedule is applicable to clerical internships only.

PROGRAM PRICE SCHEDULE

Effective July 1, 2010
For Clerical Internships Only



For Internationally Qualified Professionals

Internship Program Durations & Cost Breakdown

Province	Category	4 Months	6 Months	9 Months	12 Months
Ontario	Minimum Intern Stipend	\$ 8,666.67	\$ 13,000.00	\$ 19,500.00	\$ 26,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 346.67	\$ 520.00	\$ 780.00	\$ 1,040.00
	Payroll Tax @ 9.8%	\$ 849.33	\$ 1,274.00	\$ 1,911.00	\$ 2,548.00
	HST @ 13%	\$ 1,672.15	\$ 2,313.22	\$ 3,274.83	\$ 4,236.44
	Total	\$ 14,534.82	\$ 20,107.22	\$ 28,465.83	\$ 36,824.44

Notes

1. Interns can be hired at any time during the internship period for no additional cost.
2. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
3. A 4% Payroll Processing & Administration fee is charged on intern stipends.
4. Intern stipend based on a minimum rate of \$2,166.67/month.
5. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
6. Notification will be provided for changes to program prices.
7. The above program price schedule is applicable to clerical internships only.
8. Participation in the Career Bridge program outside of Ontario can be facilitated on a selective basis.

PROGRAM PRICE SCHEDULE

Effective July 1, 2010
For Non-Clerical Internships Only



Internship Program Durations & Cost Breakdown

Province	Category	6 Months	9 Months	12 Months
Ontario, New Brunswick and Newfoundland & Labrador	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	HST @ 13%	\$ 1,947.40	\$ 2,791.00	\$ 3,634.80
	Total	\$ 16,927.40	\$ 24,261.10	\$ 31,594.80
P.E.I., Saskatchewan, Manitoba and the territories	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	GST @ 5%	\$ 749.00	\$ 1,073.50	\$ 1,398.00
	Total	\$ 15,729.00	\$ 22,543.50	\$ 29,358.00
Alberta	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST @ 5%	\$ 754.50	\$ 1,081.75	\$ 1,409.00
	Total	\$ 15,844.50	\$ 22,716.75	\$ 29,589.00
Quebec	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST/TPS @ 5%	\$ 754.50	\$ 1,081.75	\$ 1,409.00
	QST/TVQ @ 7.875%	\$ 1,188.34	\$ 1,703.76	\$ 2,219.17
	Total	\$ 17,032.84	\$ 24,420.51	\$ 31,808.17
British Columbia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00

PROGRAM PRICE SCHEDULE

Effective July 1, 2010
For Non-Clerical Internships Only

	HST @ 12%	\$ 1,810.80	\$ 2,596.20	\$ 3,381.60
	Total	\$ 16,900.80	\$ 24,231.20	\$ 31,561.60
Nova Scotia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	HST @ 15%	\$ 2,247.00	\$ 3,220.50	\$ 4,194.00
	Total	\$ 17,227.00	\$ 24,690.50	\$ 32,154.00

Notes

8. Interns can be hired at any time during the internship period for no additional cost.
9. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
10. A 4% Payroll Processing & Administration fee is charged on intern stipends.
11. Intern stipend based on a minimum rate of \$1,833.33/month.
12. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
13. Notification will be provided for changes to program prices.
14. The above program price schedule is applicable to non-clerical internships only.

Internship Program Durations & Cost Breakdown

Province	Category	6 Months	9 Months	12 Months
Ontario, New Brunswick, Nova Scotia and Newfoundland & Labrador	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	HST @ 13%	\$ 2,077.40	\$ 2,921.10	\$ 3,764.80
	Total	\$ 18,057.40	\$ 25,391.10	\$ 32,724.80
P.E.I., Saskatchewan, Manitoba and the territories	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	GST @ 5%	\$ 799.00	\$ 1,123.50	\$ 1,448.00
	Total	\$ 16,799.00	\$ 23,593.50	\$ 30,408.00
Alberta	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST @ 5%	\$ 804.50	\$ 1,131.75	\$ 1,459.00

PROGRAM PRICE SCHEDULE

Effective July 1, 2010

For Non-Clerical Internships Only

	Total	\$ 16,894.50	\$ 23,766.75	\$ 30,639.00
Quebec	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	GST/TPS @ 5%	\$ 804.50	\$ 1,131.75	\$ 1,459.00
	QST/TVQ @ 7.875%	\$ 1,267.09	\$ 1,782.51	\$ 2,297.92
	Total	\$ 18,161.59	\$ 25,549.26	\$ 32,936.92
British Columbia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 15%	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00
	HST @ 12%	\$ 1,930.80	\$ 2,716.20	\$ 3,501.60
	Total	\$ 18,020.80	\$ 25,351.20	\$ 32,681.60
Nova Scotia	Intern Stipend	\$ 11,000.00	\$ 16,500.00	\$ 22,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 440.00	\$ 660.00	\$ 880.00
	Payroll Tax @ 14%	\$ 1,540.00	\$ 2,310.00	\$ 3,080.00
	HST @ 15%	\$ 2,397.00	\$ 3,370.50	\$ 4,344.00
	Total	\$ 18,377.00	\$ 25,840.50	\$ 33,304.00

Notes

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9. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
10. A 4% Payroll Processing & Administration fee is charged on intern stipends.
11. Intern stipend based on a minimum rate of \$1,833.33/month.
12. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
13. Notification will be provided for changes to program prices.
14. The above program price schedule is applicable to non-clerical internships only.



Internship Program Durations & Cost Breakdown

Province	Category	4 Months	6 Months	9 Months	12 Months
Ontario	Minimum Intern Stipend	\$ 8,666.67	\$ 13,000.00	\$ 19,500.00	\$ 26,000.00
	Program Delivery Fee	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Payroll Processing & Administration Fee @ 4%	\$ 346.67	\$ 520.00	\$ 780.00	\$ 1,040.00
	Payroll Tax @ 14%	\$ 1,213.33	\$ 1,820.00	\$ 2,730.00	\$ 3,640.00
	HST @ 13%	\$ 1,719.47	\$ 2,384.20	\$ 3,381.30	\$ 4,378.40
	Total	\$ 14,946.14	\$ 20,724.20	\$ 29,391.30	\$ 38,058.40

Notes

9. Interns can be hired at any time during the internship period for no additional cost.
10. The cost to extend a contract is \$150. Internships cannot exceed 12 months.
11. A 4% Payroll Processing & Administration fee is charged on intern stipends.
12. Intern stipend based on a minimum rate of \$2,166.67/month.
13. Internship prices vary across Canada due to differing rates of provincial sales and payroll taxes.
14. Notification will be provided for changes to program prices.
15. The above program price schedule is applicable to non-clerical internships only.
16. Participation in the Career Bridge program outside of Ontario can be facilitated on a selective basis.