

**Ministry of Advanced
Education and Skills
Development**

**Ministère de l'Enseignement
supérieur et de la Formation
professionnelle**



Program Delivery Support
Branch

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Memorandum

To: Canada-Ontario Job Grant Service Providers
From: Teresa Damaso, Director, Program Delivery Support Branch
Date: August 16, 2016
Subject: Update of the COJG Training Agreement Form
Memo #: COJG2016-02

OBJECTIVE:

The purpose of this bulletin is to communicate to service providers within the Canada-Ontario Job Grant (COJG) delivery network that the COJG Training Agreement form has been updated.

WHAT IS HAPPENING:

The COJG Training Agreement form has been revised to:

- Emphasize employers' responsibility regarding recovering training funds in cases of cancellation or early termination
- Highlight service providers' responsibility regarding verifying employers have attempted to recover training funds in cases of cancellation or early termination, as per the training provider's refund policy
- Reflect the changes in follow-up requirements

NEXT STEPS:

If your organization has any questions, please contact your employment and training consultant (ETC).