
Background

The Early Childhood Educators of BC (ECEBC), in partnership with the Province of British Columbia, has enhanced and expanded the ECE Bursary Program, now known as the ECE Education Support Fund. This new program contains two funding programs:

1. The Early Childhood Education (ECE) Student Bursary Program; and
2. The new ECE Workforce Development Bursary Fund Program

These programs are designed to increase the number of students entering, re-establishing and graduating from recognized ECE post-secondary programs. For a list of post-secondary education ECE programs recognized by the Early Childhood Educator (ECE) Registry, please click [here](#).

The ECE Education Support Fund is open to all students who are studying for an ECE credential, including

- ECE Basic certificate
- ECE Post - Basic certificates (Infant & Toddler and/or Special Needs)
- ECE Diploma
- ECE Bachelor

****NOTE:** The ECE Student Bursary Program has made some changes, please read through the entire document to make sure you've included all the required documentation.

Bursaries Available to Students

ECE Student Bursary

This bursary is open to all students studying ECE. Eligible students can apply for up to \$4,000 per semester in funding to assist with tuition and living expenses while studying. Awarded amounts will be dependent on the number of registered courses and demonstrated financial needs.

ECE Workforce Development Bursary Fund

This funding is for ECEs, ECE Assistants and Responsible Adults (as defined in the Child Care Licensing Regulation) who have paused their studies to enter the ECE Workforce, or for those who would like to upgrade their credentials. Applicants must be able to demonstrate active employment with a child care facility. Awards may range in amounts up to \$5,000 per semester based on demonstrated need and availability of funds.

This program recognizes additional financial factors in leaving work for practicums and other costs related to study. This includes support for, but not limited to:

- Tuition
- Textbooks and course materials
- Cultural competency training
- Travel & Accommodation (when school or practicum placement is located in another community)

- Occasional child care
- Tutoring
- Partial wage replacement (see application form for further details)

Partial wage replacement is designed to ease the financial burden of having to take an un-paid leave of absence from work to complete a practicum. The partial wage replacement is available to ECE's, ECE Assistants and Responsible Adults (as defined in the Child Care Licensing Regulation). Owner/ operators of Registered- License-Not-Required child care facilities do not qualify, however may apply under the Workforce Development Bursary Fund for other supports such as tuition, transpiration, accommodation, tutoring and professional development.

Students who are currently working may apply for the ECE Student Bursary or ECE Workforce Bursary Development Fund, but not for the same semester. Applicants may be switch between the two programs, provided the applications are for different semesters.

Eligibility

The funds will be granted on a first-come/first-serve basis. Students are welcome to apply every semester. If there is a need to restrict funds, applicants who haven't received bursaries will be prioritized to ensure equal access to funds.

ECEBC recognizes that the upfront costs of enrolling into programs is a large financial barrier to post-secondary education. To help alleviate this barrier ECEBC will pay 60% of the ECE Student Bursary upon satisfactory evidence that the applicant is enrolled in ECE studies. The remaining 40% will be paid upon proof of successful completion of the semester.

Applicants must provide evidence of the below prior to receiving the first payout:

- Acceptance in an approved post-secondary ECE program
 - Class schedule clearly detailing classes and time frame of enrollment
- Is a resident of the province of BC, examples include:
 - BC Driver's Licence
 - BC Services Card
 - BC Identity Care
 - Utility bill in applicants name and address
 - Property Taxes
 - Letter or communication, with letterhead, from a government agency
- Demonstrated financial need as defined as:
 - The applicants overall financial circumstances and total resources compared against total educational, including living costs
- Completed Bursary Application Form for the type of bursary being requested



Bursary Timetable:

Semester	Period	Includes	Last Day for Registration	Transcripts Due
Winter	January – April	Classes that start and finish within this period will fall under the Winter semester	April 30	May 31
		Classes that start within this period, but finish in May - August will fall under the Summer semester		
Summer	May – August	Classes that start and finish within this period will fall under the Summer semester	August 31	September 30
		Classes that start within this period, but finish in September - December will fall under the Fall semester		
Fall	September – December	Classes that start and finish within this period will fall under the Fall semester	December 31	January 31
		Classes that start within this period, but finish in January - April will fall under the Winter semester		

Bursaries will not be paid out on an annual basis, students who have registered and paid for their tuition annually may submit applications for bursaries following the Bursary Timetable. Students who register and pay by semester should submit 1 application for the whole semester. Some students may elect to register, pay and complete studies on a course by course basis. Students may apply for a bursary at each time of registration.

Registration for each of the three periods is open until the last day of the final month.



BC Residency

The bursary program is available to residents of BC, therefore ECEBC requires proof of the applicants BC residency. International students are also eligible for bursaries and need to provide proof of BC residency.

Examples of acceptable proof of BC Residency:

- BC Driver's License
- BC Services Card
- BC Identity Card
- Copy of utility bill (electricity, gas, property taxes), in applicants name & address
- Letter or communication, with letterhead, from a government agency with applicant's name and address

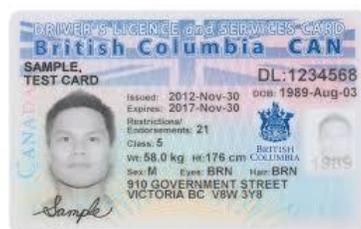
Examples of BC Government issued ID:



BC Identity Card



BC Driver's License



BC Services Card

To learn more about obtaining a BC Identity Card, please click [here](#).



Required Documentation

Class Schedule

The biggest change to the program is how and when ECEBC pays out awarded bursaries. Instead of waiting until the end of your studies to receive funds, ECEBC will be paying 60% of the bursary at the beginning of the semester.

ECEBC requires a copy of the class schedule detailing the class name and dates to determine the number of eligible classes on which to base payment. A letter of acceptance or transcripts detailing completed courses will not provide the class information required to determine the value of the bursary for the upcoming semester.

Example of a good class schedule:

Dates	Course	Weekdays	Times	Hrs	Rm
22-May-17 02-Jun-17	EC130*: Science	MoTuWeThFr__	9:00a 2:00p	5.00	
05-Jun-17 16-Jun-17	EC131*: Social Studies and Math	MoTuWeThFr__	9:00a 2:00p	5.00	
19-Jun-17 30-Jun-17	EC140*: Music and Movement I	MoTuWeThFr__	9:00a 2:00p	5.00	
03-Jul-17 14-Jul-17	EC141*: Music and Movement II	MoTuWeThFr__	9:00a 2:00p	5.00	
17-Jul-17 28-Jul-17	EC150*: Creative Art I	MoTuWeThFr__	9:00a 2:00p	5.00	
31-Jul-17 11-Aug-17	EC151*: Creative Art II	MoTuWeThFr__	9:00a 2:00p	5.00	
14-Aug-17 25-Aug-17	EC105*: Principles and Foundations in ECE	MoTuWeThFr__	9:00a 2:00p	5.00	
28-Aug-17 22-Sep-17	EC110*: Guiding and Caring	MoTuWeThFr__	9:00a 2:00p	5.00	
25-Sep-17 06-Oct-17	GE124*: Career and Professional Development	MoTuWeThFr__	9:00a 2:00p	5.00	
09-Oct-17 20-Oct-17	EC170*: Interpersonal Skills	MoTuWeThFr__	9:00a 2:00p	5.00	
23-Oct-17 03-Nov-17	EC180*: Health, Safety and Nutrition	MoTuWeThFr__	9:00a 2:00p	5.00	
06-Nov-17 01-Dec-17	EC100*: Child Growth and Development	MoTuWeThFr__	9:00a 2:00p	5.00	

If the above were a real application, ECEBC would be able to easily determine that the applicant is enrolled in 8 courses for the Summer 2017 semester. ECEBC would be able to pay the applicant 60% of the awarded bursary based on 8 courses because we have been able to confirm registration.



The below is an example of a transcript detailing courses that are in progress during the Summer 2018 semester. This would be an acceptable source of proof of active registration.

IN PROGRESS COURSES:			
Summer 2018			
Diploma: Early Childhood Education			
ECED 1301	Lang Arts for Young Child III	1.00	
ECED 1308	Creative Envs for Yng Children	3.00	
ECED 1315	Devlpng & Supvsg EC Centres	3.00	
ECED 1318	Eval & Individualizing Pgms	3.00	
ECED 1319	Practicum III	4.00	
ECED 1325	Health, Nutrition, & Safety	3.00	
ENGL 1127	Essay Writing & Short Prose Sl	3.00	
	Credits	20.00	

The example shows that the applicant is enrolled in 7 ECE classes for the Summer 2018 semester.

Transcript

The remaining 40% of bursary funds will be paid out upon proof of successful completion of the classes. ECEBC requires a copy of the applicants' transcripts for the remaining funds to be distributed.

Example of transcript with final grades for the semester:

Unofficial Transcript									
Term: Summer 2018									
College:		Career/Vocational							
Major:		Early Childhood Care&Education							
Academic Standing:		In Good Academic Standing							
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	B	
EDUC	277	01	Applied Theory - Practicum II	CR	3.500	0.00			
EDUC	383	01	Curriculum - Outdoor Environments	B+	3.000	9.99			
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:				6.500	6.500	6.500	3.000	9.99	3.33
Cumulative:				60.500	60.500	60.500	54.000	197.97	3.67

Financial Disclosure Form

ECEBC will award bursaries based on the applicants demonstrated financial needs. It's important that the financial section be complete; any missing or perceived to be missing information could result in your

application being denied. There is an FAQ attached to the financial disclosure form to help guide applicants. Your application may be audited, please keep all supporting documents such as receipts, bank statements, cancelled cheques or invoices for services.

ECEBC wants to understand the financial requirements of applicants during the semester study session, therefore are asking for a monthly breakdown of all sources of income and expenses.

For example, if your semester is 4 months in length and your costs are \$1,432, divide this by 4. If you have paid for the complete course or year, divide that cost by the number of months it will take to complete the course detailing the **monthly** cost in the form.

ECE Workforce Development Bursary Fund

Applicants must demonstrate that they are employed in a child care facility and if they are seeking funding for partial wage replacement must attach a copy of their pay stub. In addition, the employer must provide a letter approving a leave of absence to complete practicums. If the employer can provide some level of financial support, include that amount in the letter.

Social Insurance Number, Date of Birth and Banking Information

Bursaries will be paid directly to successful applicants as such you will need to provide accurate banking information, date of birth and your Social Insurance Number (SIN). Failure to provide either will result in your application being denied.

Canada Revenue Agency (CRA) defines bursaries as a form of income and requires ECEBC to provide T4A's to students and report the value of the bursary awarded to the CRA. If you don't have a SIN, you will need to obtain one before applying for a bursary. To learn more about SIN's and how to apply for one, click [here](#).

ECEBC will send you T4A electronically in February to provide ample time for the upcoming tax season.

Payment Timelines

Applications will be sent to the Selection Committee for review at least once a month. Following the meeting of the Selection Committee and upon approval of the application, candidates will be notified within 30 business days of their status. The first payment of 60% of the bursary value will be directly deposited into the applicant's bank account within 3 weeks of being notified of approval.

The remaining 40% will be paid out within 3 weeks of ECEBC receiving the completed semesters transcripts detailing passing grads. The transcripts must be submitted to ECEBC within 4 weeks of the end of the semester.

Student Considerations

ECEBC understands that students can start their studies with the best of intentions but come across several factors that may create barriers to their progress. This section sets forth guidelines to potential situations that may come up during an individual's educational journey.

Withdrawal from classes

Applicants may withdraw, either voluntarily or non-voluntarily, from all or some of their courses. The withdrawal will result in non-payment of the remaining 40% payout, for the classes not completed. If the student can successfully complete the other courses, they are still eligible to receive the remaining 40% of the funds originally awarded.

For greater clarity, students will not be asked to pay back funds already paid due to failure to complete the course as directed or because of withdrawal.

Extensions

Students may find themselves in unexpected circumstances that will prevent the completion of the courses within the academic time schedule. In these situations, students will not be asked to pay back funds and may still qualify for the remaining 40% of the bursary.

ECEBC requires the student to send a letter from the post-secondary institution indicating that they have granted the student an extension along with a clear date of completion. The student will have fifteen (15) days from the extended date of completion to send the final transcript of classes to ECEBC for final payment. Unless extreme duress can be demonstrated ECEBC will only grant one (1) extension period under the duration of this program. Any requests for exemptions will be reviewed by the Selection Committee.

In the event the extension extends into the new fiscal year, as set by Canada Revenue Agency, the extension may not be granted. The request will be judged on a case by case basis.

If the student can successfully complete the other courses, they are still eligible to receive the remaining 40% of the funds originally awarded according to the initial timeline.

Future Bursaries

Students may re-apply for further bursaries under the program, however their application will be reviewed by the Selection Committee to determine eligibility.

The Selection Committee will look for:

- Number of classes enrolled in versus how many were successfully completed
 - The student may only qualify for the same number of classes that were completed, even if they registered for more

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- Re-enrollment, students who fail a class can apply for additional bursaries, however the Selection Committee reserves the right to review overall academic reports for eligibility
 - Likelihood of applicant being able to complete courses according to the academic timelines

Appeal Process and Resolution

ECEBC strives to deliver a bursary program that is fair and equitable to all ECE students in BC, however ECEBC recognizes that disputes may occur if an applicant feels the amount awarded or denial of an award is unjust.

The applicant shall have fourteen (14) business days from the date of the Selection Committee's notice of decision to launch an appeal. The process will be as follows:

- The applicant will submit a written letter electronically to the Executive Director stating reasons why the decision is unjust
- Provide any additional information to support their appeal; this does not include resubmission of missing or inaccurate documentation originally requested
- The Executive Director will respond within fourteen (14) days of receiving the appeal letter explaining the rationale in support of the original decision or why the decision may be amended or overturned
- The Executive Director's decision will be considered final, with no further venues for appeal

Nothing precludes the applicant from submitting another application for subsequent bursaries.