

# Information for Bursary Application



**ECEBC** | early childhood  
educators of BC

## PURPOSE AND OBJECTIVE

The Bursary Program is a partnership between Early Childhood Educators of BC (ECEBC) and the Vancity Community Foundation with funds from the Ministry of Children and Family Development.

The goal is to assist ECE students with the cost of Basic and/or Post Basic Early Childhood Education Programs at approved institutions.

A bursary is an award that is granted on the basis of financial need. Bursaries are non-repayable awards (except when circumstances require repayment due to non compliance of eligibility criteria or misrepresentation of financial need)

## APPLICATION FORMS

Application forms are available on our website [www.ecebc.ca](http://www.ecebc.ca) or by calling (604) 709-6063 x1

You may submit your applications forms by: (Please submit only one application form per person)



e-mail: [bursary.ecebc@look.ca](mailto:bursary.ecebc@look.ca) (You may submit your application form on-line)



Fax: (604) 709-6077



Mail : ECEBC Student Bursary Program  
2774 East Broadway, Vancouver BC V5M 1Y8

## ELIGIBILITY CRITERIA

You must meet **ALL** of these eligibility criteria in order to qualify for the award:

- Be enrolled in an approved educational institution and program of study (for a detailed list of approved institutions and programs, please refer to [www.mcf.gov.bc.ca/childcare/ece/registry.htm](http://www.mcf.gov.bc.ca/childcare/ece/registry.htm) or phone 1-888-338-6622)
- Provide proof of being Canadian Citizen or Landed Immigrant, and also provide proof of BC residency or proof that you are residing in BC while attending school
- Be able to demonstrate financial need
- Achieve satisfactory course standing of C or better
- A copy of your student transcript, record of grades and/or letter from instructor stating your letter grade must be received by ECEBC by May 28, 2010. (No original documents please)

You are not eligible if:

- You do not provide all required documentation with your application
- You withdraw from and/or do not successfully achieve a C standing in each course for which you are applying for a bursary
- For those students attending private institutions, please read cover information



## **Information on how to fill out your application form :**

### **Step 1. Submission of application form (deadline March 12, 2010)**

- For your personal reference, keep a copy of the bursary application form you are submitting, as you may need to amend or refer to it
- Apply for courses you are studying between January and April 2010 only, as we are unable to backdate application forms
- Ensure that every figure amount in your application is based on a **MONTHLY BASIS**. (for example: if your parents are contributing to your education and or are helping you pay for rent, transportation, etc please state the amount they are giving you each month)
- To get a monthly figure:

#### **If you are attending school full time**

- if your school runs on a semester basis, take the tuition amount that was paid for the semester and divide it by 4 (there are four months in a semester)
- otherwise take the tuition amount that you paid for the year and divide it by the number of months in your program

#### **If you are attending school part time**

- Add up the tuition amount that you paid for each course that you are taking, and divide it by 4 (there are four months in a semester)
- If your monthly expenses exceed your monthly income, please explain how you are covering your costs during this time
- Submit all amounts in **Net figures**:
  - Net Income: is defined as the amount of a person's income AFTER taking all deductions and taxes into account
  - Gross Income: is defined as the amount of person's income BEFORE taking all deductions and taxes into account
- Include a copy of your registration slip with your bursary application form

### **Step 2. Submission of a copy of your transcript (deadline May 28, 2010)**

- Please **submit a copy** of your student transcript, record of grades and/or letter from instructor stating your letter grade - No original transcripts should be submitted as they will not be returned to you.



## OTHER RELEVANT INFORMATION

- Bursary amounts are \$200.00 per course to a maximum of \$1000.00 per semester
- Bursaries will be awarded after proof of successful completion of courses is submitted to ECEBC for the prior semester
- Cheques will be issued after receipt of transcript; Vancity Community Foundation will be issuing cheques to your educational institution
- For those institutions that operate on a three semester system, it will be possible for students to apply for the third semester even if it falls within the same calendar year. Students in this situation would receive a maximum of \$3000 in bursary funds in one calendar year
- The Bursary is available for full/time and part/time time ECE students who are taking basic and post basic courses at approved institutions
- Regardless of whether or not you submitted an application form last semester, you need to submit one bursary application form for each semester
- Submit only **one** application form per person (not one by mail, another by fax and a third hand-delivered)

## INFORMATION ON 500 HOURS

Policy is being developed for those Basic and Post Basic Early Childhood Educators who are operating a family child care program and are in the process of completing their 500 hrs. More information will be posted on our website.

## 2010 BURSARY SCHEDULE

	<b>Courses that fall within the months of:</b>	<b>Dates of Bursary Applications ONLY</b>	<b>Deadline for submission of Copy of the Transcript</b>
<b>Winter Semester Bursary 22010</b>	January to April 2010	January 18 to March 12, 2010	May 28, 2010
<b>Summer Semester Bursary 2010</b>	May to August 2010	May 17 to July 9, 2010	September 24, 2010
<b>Fall Semester Bursary 2010</b>	September to December 2010	August 16 to November 12, 2010	January 28, 2011

Should you have any questions and/or require any more information, please contact the Membership and Bursary Administrator Yasmin Irani at (604)709-6063 or by e-mail at [bursary.ecebc@look.ca](mailto:bursary.ecebc@look.ca)