



Updated: December 1, 2020

Background

Since September 2018, the Early Childhood Educators of BC (ECEBC), in partnership with the Province of British Columbia, enhanced and expanded the ECE Bursary Program, now known as the ECE Education Support Fund (ECE ESF).

This program consists of two funding streams:

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

These funding streams 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](#).

As of December 2020, additional funding has become available for students for 3 semesters (Fall 2020, Winter 2021, and Summer 2021). It is invested into the ECE Education Support Fund to help more British Columbians obtain or upgrade their Early Childhood Educator (ECE) certificate. The decision to approve applications is no longer made on a first-come, first-serve basis. These funds will provide bursaries to a limited intake of eligible students under new eligibility parameters outlined below. ***Please see Eligibility Criteria section (Page 2) ***

Bursary Streams

ECE Student Bursary

- This funding is to support students studying in an ECE program at a recognized post-secondary institution. Eligible applicants can apply for up to \$500 per course, to a maximum of 8 courses, for a total of \$4,000 per semester to assist with tuition and living expenses while studying. Awarded amounts will be dependent on the number of completed courses. For instance, in the event an applicant enrolled in five courses, but only successfully completed three, the final payment will only reflect the three completed courses.

ECE Workforce Bursary

- This funding is to support ECEs, ECE Assistants, Responsible Adults (as defined in the Child Care Licensing Regulation) and StrongStart BC Facilitators who are currently working in the ECE field and would like to upgrade their credentials. Applicants must be able to demonstrate active employment within a **licensed** child care facility (with the exception of StrongStart BC facilitators). Awards may range in amounts up to \$5,000 per semester to assist with textbooks and other expenses such as loss of wages or travel for practicum.



Students who are currently working may apply for the ECE Student Bursary or the ECE Workforce Bursary Development Fund provided they are working in a licensed child care program or a StrongStart BC program. However, applicants who qualify for both streams may only apply to one or the other. Applicants may switch between the two streams provided the applications are for different semesters.

If you are unclear what stream you qualify for please contact bursary@ecebc.ca

General Information

1. The ECEBC bursary program pays up to \$500 per course to a maximum of 8 courses per semester provided that you complete your courses before the semester finishes. *Please see bursary timeline on page 4.*
2. For class schedules and course contracts, courses to be studied must be indicated by the applicant. We look at the end dates of each course to determine eligibilities for the semester.
3. You cannot apply for both bursary streams (Student and Workforce) in the same semester.
4. **We are no longer accepting bursary applications by fax.**

Eligibility Criteria

The ECE Education Support Fund is open to domestic students who are residents of British Columbia and who are studying for an ECE credential, including:

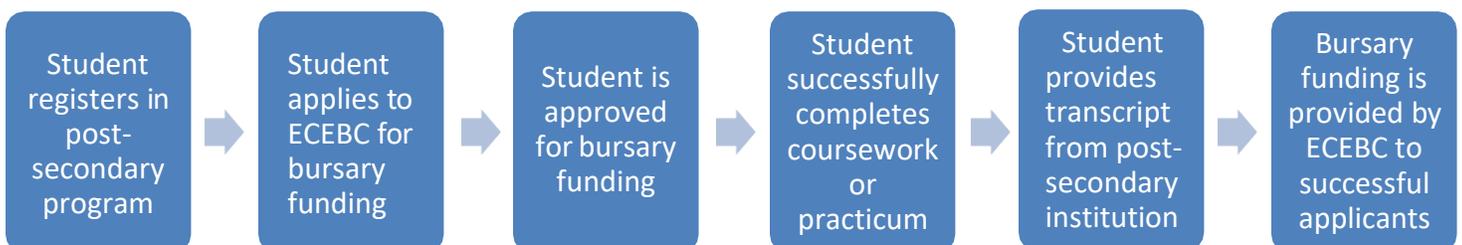
- ECE Basic certificate;
- ECE Diploma; and,
- ECE Bachelor

Approval of applications will be prioritized based on;

- An applicant who identifies as an Aboriginal descent (First Nations, Metit or Inuit)
- An applicant who is upgrading from ECE Basic Certificate to ECE Post – Basic Certificate (Infant & Toddler and/or Special Needs)
- An applicant who will be completing the ECE program this semester

Application Process

Applicants are responsible for submitting their own complete application and transcript.



Application Document Requirements

Applicants must provide evidence of the following along with their application:

- Acceptance into an approved post-secondary ECE program



- Registration form showing school logo, student’s own name and assigned student number
- Class schedule clearly detailing:
 - Name of each course;
 - Start and end date of each course;

Example of class schedule provided below: (Student name has been removed to protect data)

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	EC106*: 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	

Please note: A letter regarding acceptance into the program or transcripts detailing completed courses will not provide the class information required to determine the value of the bursary for the upcoming semester. Bursary applications will be reviewed and processed based on the end date of the course(s).

- Canadian Social Insurance Number
- Proof of residency in the province of B.C., examples include:
 - BC Driver’s License*;
 - BC Services Card*;
 - BC Identity Card*;
 - Recent BC Hydro bill in applicant’s name and address; or
 - Recent letter or communication from a BC government agency on professional letterhead and showing the applicant’s name and address.

Please note: All BC Government issued IDs submitted with your application must be valid – not expired. Any expired proof of residency will be declined.

- Completed bursary application forms for the type of bursary being requested, applicants are responsible for verifying that the application (including banking information, date of birth and Social Insurance Number) and transcripts are complete.
- Applicants of the ECE Workforce Bursary must provide a letter from their employer at a licensed child care facility or StrongStart BC program approving a leave of absence to complete course work or practicums. If applicable, the letter should also state the employer’s financial support to the applicant during the time of study or practicum.
- Applicants of the ECE Workforce Bursary must attach a copy of their most recent pay stub if they are seeking funding for partial wage replacement. ECEBC will only consider a maximum of up to 40 hours per week.
- Once approved, applicants must submit a transcript of successfully completed courses in order to receive their



bursary. Transcripts must show the applicants name, student number and passing grade/completion in order to be accepted. Note: the transcript can be unofficial, but it must show name, student number and clearly state the course codes and grades. Courses marked as “in-progress” or “incomplete” will not be considered for payment. Transcripts should show all courses applied for.

Example of transcript with final grades for the semester: (Student’s name has been removed to protect data)

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

*Visual examples of BC Government issued ID. To learn more about obtaining a BC Identity Card, [please click here](#).



BC Identity Card



BC Driver's License



BC Services Card

Bursary Timeline

Semester	Period	Includes	Transcripts Due
Winter/Spring	January 1 – April 30	Classes that start and finish within this period will fall under the Winter/Spring semester. Classes that start within this period but finish between May – August will fall under the Summer semester.	May 15th
Summer	May 1 – August 31	Classes that start and finish within this period will fall under the Summer semester. Classes that start within this period but finish between September - December will fall under the Fall semester.	September 15th
Fall	September 1 – December 31	Classes that start and finish within this period will fall under the Fall semester. Classes that start within this period but finish between January - April will fall under the Winter semester.	January 15th



Students who registered and paid for their tuition annually may submit applications for bursaries following the above timeline. Those who registered and paid by the semester should submit one application for the whole semester. Students in programs with continuous intakes may apply for a bursary on a course-by-course basis provided they are included before the application deadline. Please note though if funds are expended, additional courses may not be approved.

In cases where the ECE Education Support Fund has reached its financial limit, priority will be determined on the day the completed application was received.

Bursary Payout

Bursary funding is not guaranteed.

Please note that ECEBC reserves the right to audit applications and awarded amounts.

Bursaries will be paid directly to successful applicants for courses that have been successfully completed.

Applicants must provide accurate banking information, date of birth and Social Insurance Number. Failure to provide either will result in your application being declined.

The Canada Revenue Agency 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 do not have a Social Insurance Number, you will need to obtain one before applying for a bursary. To learn more about Social Insurance Numbers and how to apply for one, click [here](#).

Appeal Process and Resolution

ECEBC strives to deliver a bursary program that is fair and equitable to all ECE students in B.C., however ECEBC recognizes that disputes may occur from time to time.

The applicant will have ten (10) business days from the date the notice of decision is e-mailed to launch an appeal. The process will be as follows:

- The applicant will submit a claim to the Executive Director at appeals@ecebc.ca stating their view of why the decision is unjust and providing any additional information to support their appeal. In the subject line please state, "Appeal Process"
 - Note that this information does not include resubmission of missing or inaccurate documentation originally requested.
- The Executive Director will respond within fifteen (15) business 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 avenues for appeal for the application under review.
- The applicant may submit another application for subsequent bursaries. Any previous applications that have been appealed will have no bearing on future applications.



Student Consideration

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 related to potential situations that may come up during an individual's educational journey.

Extensions

Students may find themselves in unexpected circumstances that will prevent the completion of their courses within the academic time schedule. In these situations, students are encouraged to reach out to ECEBC as soon as possible to find a solution and each situation will be treated individually.

ECEBC requires the student to obtain a letter from their post-secondary institution indicating that they have been granted an extension along with a clear date for completion. The student will have fifteen (15) business days from the extended date of completion to provide 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 bursary program.

Withdrawal from classes

Applicants who withdraw, either voluntarily or non-voluntarily, from all or some of their courses will not receive payment for classes they do not successfully complete.

If you require further assistance, please contact the Bursary team at bursary@ecebc.ca