



**ECEBC** | early childhood  
educators of BC

**ECE Workforce Development Bursary  
Application Package  
Fall 2020**

# ECE Workforce Development Bursary Application for Employees

**FALL 2020**  
**September 1 – December 31**  
**Transcript Deadline: January 15, 2021**



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## **IMPORTANT INFORMATION**

Please make sure to read the following information and the ECEBC Education Support Fund (Bursary) Policy/Guidelines before filling out the application form.

- The ECEBC Education Support Fund is available **only** to domestic residents (Canadian citizens or permanent residents of British Columbia). **International students are not eligible to apply.**
- All applicants are responsible to submit their own applications, supporting documents, and transcripts. **Any documents submitted from the school on behalf of the applicants will NOT be accepted.**

## **PAYMENT:**

ECEBC reserves the right to audit applications and adjust awarded amounts to ensure applicants receive what is fair and due to them under the terms of this policy.

For examples and more information, please review the ECEBC Education Support Fund (Bursary) Policy/Guidelines attached to the application.

## **REQUIRED DOCUMENTATION:**

**Please make sure to attach all the following documentation to your bursary application. Your application will be declined if not complete.**

### **1. Class Schedule/Course Contract:**

ECEBC requires a copy of your class schedule/course contract (your name should be clearly shown) detailing the class name(s) and the start and end dates for each course to determine the number of eligible classes in the semester on which to base payment. *See examples in ECEBC Education Support Fund (Bursary) Policy/Guidelines.*

**Please note:** 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. We will not accept this.

### **2. Proof of Residency:**

The bursary program is available **only** to domestic residents of BC, therefore, ECEBC requires proof of the applicant's residency in BC. All BC government issued IDs must be valid – not expired. Below is a list of accepted proof:

- BC Drivers Licence
- BC Identity Card
- BC Services Card
- A recent BC Hydro Bill (in your name and address)
- Any recent BC Government issued letter in your name and address

### **3. Void Cheque/Direct Deposit Form:**

Copy of your void cheque or direct deposit form from your bank to ensure accuracy of banking details. Funds will be deposited into the bank account you provide. No cheques will be issued.

### **4. SIN Number:**

To facilitate your T4A and send it to you, ECEBC requires your SIN number. Provide SIN on first page of application.

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## Personal Information:

Please read through the entire application before you start. Be sure to attach supporting documents such as acceptance into an ECE Program from a recognized post-secondary institution and proof of BC residency.

**The ECEBC Education Support Fund is available to domestic residents of British Columbia.**

**International Students are not eligible to apply.**

Last Name	
Legal First Name	
Address	
City	
Province	
Postal Code	
Phone Number	
Email	
SIN #	

If you identify as Indigenous (First Nations, Métis, Inuit) – please indicate

If you speak an Indigenous language – please indicate

Languages you speak fluently:

BC Provincial Health Region: 

Interior	Fraser	Coastal	Vancouver Island	Northern	First Nations
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## Academic Information:

Please indicate full or part time studies:	<input type="checkbox"/> Full time:	<input type="checkbox"/> Part time (3 or less):
How many courses are you taking in this semester?		
Please indicate method of study:	<input type="checkbox"/> In class/person:	<input type="checkbox"/> Online/Distance:
Will you complete your certification this semester?	<input type="checkbox"/> Yes:	<input type="checkbox"/> No:

## Level of Study:

ECE Studies at:		Campus:	
Student ID #:			
Basic Certificate	Post Basic: Infant/Toddler	Post Basic: Special Needs	
Diploma: IT and SN	Diploma: Infant/Toddler	Diploma: Special Needs	
Bachelor: University of Victoria	Bachelor: Capilano University		

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## Workforce Development Supports:

Additional supports are available to ECE professionals working in a licensed facility. Subsidies granted in this section will be included in the overall award amount of up to \$5,000. Please see appendix A (on the last page) for additional information. To learn more about what qualifies for the supports, please read the Education Support Fund guidelines on our website. Indicate all costs for the duration of your studies.

Name of Child Care Facility:			
Facility Address:			
Facility Phone#:		Facility Email:	
<b>Additional Subsidies: Please note you can only request either mileage or transit costs, not both</b>			
<input type="checkbox"/> I am requesting mileage subsidies			
Origin Address:		Destination Address:	Round trip mileage:
Anticipated number of trips:		Total kilometers (Round trip mileage X Number of trips):	
<input type="checkbox"/> I am requesting subsidies for additional transit costs in the amount of \$			
<input type="checkbox"/> I am requesting subsidies for evening/ weekend childcare in the amount of \$			
<input type="checkbox"/> I am requesting subsidies to assist with textbooks in the amount of \$			
<input type="checkbox"/> I am requesting subsidies for accommodation in the amount of \$			

➡ **Attach evidence (receipts, etc..) to demonstrate actual costs of evening/weekend childcare, and textbooks to qualify for subsidies.**

**I am requesting Practicum Wage Subsidy** please ask your employer to complete the next section below.

**Practicum Wage Subsidy:** Complete and print out this section for your employer to complete if you are applying for wage subsidies due to practicums

➡ **Attach a copy of the employee's most recent paystub to verify hourly wage.**

<b>About the Facility:</b>			
Number of ECE Certified Employees:		Number of non-ECE Certified Employees:	
Will the training result in additional spaces?		How many spaces?	
Will the training result in improved position and/or pay?			
Will the practicum result in unpaid leave of absence?		Length of Practicum	wks
How many hours a week does the employee work?		Hourly rate:	
As per the requirements of the Workforce Development Bursary application I,			
certify that my employee,		Is required to take a general leave of	
absence to complete ECE practicums.		The leave of absence will be:	
<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Partially paid up to \$	
And for a period of _____ weeks			
We are seeking support to subsidize an amount of \$			
Employer's Signature:			

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## Applicant Declaration and Consent

I understand that all information provided to ECEBC on this application and accompanying documentation will be used solely for the purposes of determining my eligibility under the ECE Bursary Program, to facilitate payments and to generate a T4A for tax purposes.

I further understand that providing false or incorrect documentation in support of my application may result in my application being declined.

**I have read and fully understand the ECEBC Education Support Fund (Bursary) Policy/Guidelines and fully agree to abide by the terms and conditions of the policy.**

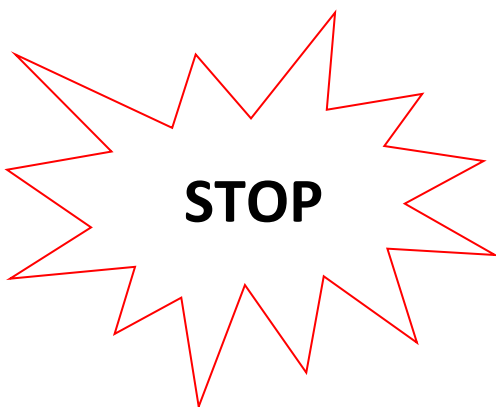
Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**If any of your contact details change, you are required to inform the ECEBC Bursary Team at [bursary@ecebc.ca](mailto:bursary@ecebc.ca)**

Your T4A will be emailed to you unless you indicate here that you want it sent by Canada Post:

Are you a member of ECEBC? Yes  No

I would like information about ECEBC's programs and services, please indicate here



- Have you filled in all areas of the application form?
- Have you remembered to include your class schedule?
- Have you remembered to include your proof of residency?
- Have you remembered to include your void cheque or direct deposit form?

You are ready to submit your application to:  
[bursary@ecebc.ca](mailto:bursary@ecebc.ca)

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## **Appendix A- Workforce Development Supports**

The Workforce Development Bursary Fund provides funding for childcare professionals to remove additional barriers that make continuing with ECE education challenging.

Subsidies granted in this section will be included in the overall award amount of up to \$5,000, which includes payment for courses.

Consideration will be given to costs such as, but not limited to:

- Textbooks
- Transportation
- Evening/ weekend childcare
- Accommodation

Students living in rural and remote areas, who would not have reasonable access to ECE training or practicum fulfilment may apply for funds to help offset the additional costs of travel and out of town accommodation.

Includes transit passes for travel outside of your home community. For more information on BC's transit systems, zones and fares check the TransLink website for Metro Vancouver for areas outside of the zone

You may also request mileage subsidies for travel between communities. ECEBC aligns with the 2018 [Canadian Revenue Agency \(CRA\) Automobile](#) allowance rates of \$0.55 per kilometer for travel from your residence to post-secondary institution or practicum.

### Accommodation

Students who need to travel to another community for training or to complete a practicum may face a hardship in balancing the cost of commuting and accommodation with the goal of completing studies. Additional consideration will be given to students who require temporary accommodations to complete their studies.

### Childcare

The Workforce Development Supports for childcare are for costs outside of the student's regular childcare requirements. The intent is to help cover childcare costs associated with attending evening classes and/or weekend program classes.