



Updated: April 2021

## **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 Strong Start BC Facilitators who are currently working in the ECE field and would like to upgrade their credentials. Applicants must be able to demonstrate permanent employment within a **licensed** child care facility (with the exception of Strong Start 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 Strong Start 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](mailto:bursary@ecebc.ca)

## General Information

1. The ECEBC bursary program pays up to \$500 per course to a maximum of 8 courses per semester. *Please see bursary timeline on page 4.*
2. Applicants must indicate the number of courses they are studying in the semester on the bursary application form. We look at the end dates of each course to determine eligibility 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:

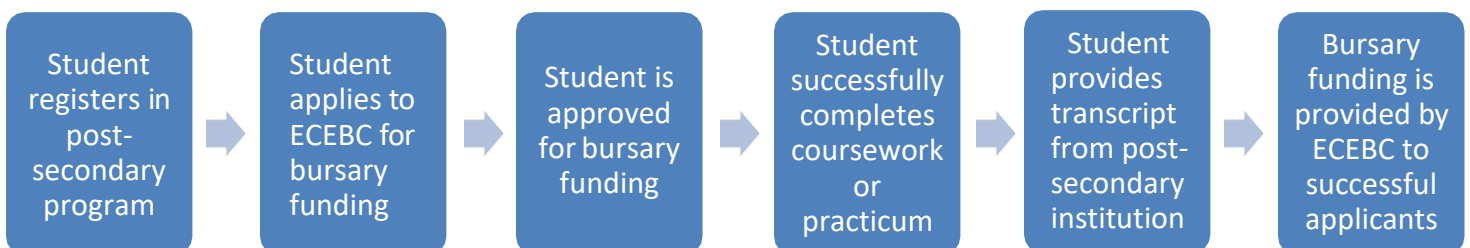
- ECE Basic certificate
- ECE Diploma
- ECE Bachelor

Approval of applications will be prioritized based on;

- An applicant who identifies as of 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 their 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:

- Registration form showing student's own name, assigned student number and school name.



- Class schedule clearly detailing:
  - Name of each course;
  - Start and end date of each course;

Example of class schedule provided below: (Student name, number and school 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	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	

**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.

- Canadian Social Insurance Number (SIN)
- Proof of residency in the province of B.C. – ONE of the approved residency proofs below.
  - BC Driver’s License
  - BC Services Card
  - BC Identity Card
  - Recent (within the last two months) BC Hydro bill in applicant’s name and address; or
  - Recent (within the last two months) 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. The address on the proof of residency MUST match the address on the application form.

- Completed bursary application forms for the type of bursary being requested. Applicants are responsible for verifying that the application and supporting documents are COMPLETE and emailed to the bursary team in one email.
- Applicants of the ECE Workforce Bursary must provide a letter from their employer at a licensed childcare facility or Strong Start 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.
- Applicants must submit a transcript of successfully completed courses to receive their bursary payment. Transcripts must show the applicants name, student number, school and passing grade/completion to be accepted. Note: the transcript can be unofficial. Courses marked as “in-progress” or “incomplete” will not be



considered for payment. Transcripts should show all courses applied for in the semester.

Example of transcript with final grades for the semester: (Student's name, number and school information 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	R	
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
<b>Current Term:</b>				6.500	6.500	6.500	3.000	9.99	3.33
<b>Cumulative:</b>				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 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 15 <sup>th</sup> , 4.00pm
Summer	May 1 – August 31	Classes that 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 15 <sup>th</sup> , 4.00pm
Fall	September 1 – December 31	Classes that 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 15 <sup>th</sup> , 4.00pm



Those who registered and pay by 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 and time the completed application was received by us.

## **Bursary Payment**

**Bursary funding is not guaranteed.**

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

Bursaries will be paid directly to approved applicants following receipt of a transcript detailing completed courses in the semester applied for.

Applicants must provide accurate banking information and Social Insurance Number (SIN) to receive payment.

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](mailto: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 must 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 ten (10) 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, and all bursary related questions, please contact the Bursary team at [bursary@ecebc.ca](mailto:bursary@ecebc.ca)