



BC Family Child Care Association

Family Child Care and Early Childhood Education Bursary Application

Instructions:

- ❖ Please read the Bursary Information Sheet prior to completing this form
- ❖ Submit only one application per term (even if you applied for last semester's intake)
- ❖ Applications that are missing supporting documentation will not be considered. Answer all questions. **Incomplete and/or illegible applications will be denied**
- ❖ Please refer to the deadlines for bursary application submission, as **late application will not be considered.**
- ❖ This bursary application form contains 3 pages, please do not leave any questions unanswered.
- ❖ Include a proof of your payment and transcript or certificate with this application.
- ❖ Include a copy of your last notice of assessment for you and your spouse if applicable.

REQUIRED DOCUMENT CHECKLIST

If any information listed below is found missing or incomplete, the application may be found ineligible. Submission of an application does not guarantee a bursary, applicants must demonstrate financial need, meet all the criteria, and submit all required documentation.

Have you:

- Read all the information pertaining to this application prior to filling it out
- Meet the requirements outlined
- Filled out all the information requested
- Confirmed that this is the period for which you should be applying (completed course(s) within the last applicable term)

Have you included:

- Bursary Application form (Pages 2-4)
- Proof of Payment for the courses for which you are applying (that demonstrates you paid for the course in questions). **Courses paid for by bursary, skills training programs or other sources are not eligible for bursary reimbursement.**
- Copy of your transcript or a declaration of marks from your school.
- Copies of all applicable notice of assessment (you and your spouse) demonstrating verification of last year's income (line 150).
- Proof of scholarship and/or bursaries received.
- Copie(s) of the documents to prove you received Student Loan.

Application must be postmarked by the due date and mailed to:



BCFCCA - Bursary Program
6878 King George Boulevard,
Surrey, BC V3W 4Z9

- Due to the number of applicants the BCFCCA office cannot confirm receipt of applications. To ensure delivery please track through the post office or delivery service.

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Applications will only be reviewed following the closing date.

Please allow 6 weeks following the closing date for processing and notification.



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Personal Information (please print)

Last name:	First name:
Address:	City:
Province:	Postal Code:
E-Mail:	Phone:
Name of institution/delivery organization:	Campus/location:

Have you previously applied for a bursary through this program? No Yes, if yes, when _____

Program for which you are applying for bursary:

- Good Beginnings: Professional Development for Family Child Care Providers
- One Year Family Child Care Certificate Program
- Early Childhood Education at a private educational institution (listed)

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Student ID

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Social Insurance Number

Program of Study: _____ Full time Part time

How many courses have you completed and applying for bursary (reimbursement to a max of 5)? _____

Living Arrangements

- Single student - living with parents
- Married/Common Law - no children
- Single parent (# of children living with you _____ - ages of children _____)
- Married/Common Law - with children (# of children living with you _____ - ages of children _____)
- Single student – living away from home
- Divorced student – living on your own

Is your spouse a full-time student during your period of Study: No Yes, where: _____

Do you have/own a vehicle? No Yes, Model _____ Year _____

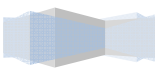
Do you and/or your spouse have any liquid assets (ie. RRSP's bonds, shares, term deposits, etc)

No Yes If yes, please indicate: Type _____ Value: _____

Please provide the amount in line 150 from your last income tax return*: \$ _____

Spouse's Occupation: _____ Spouse's Net Annual Income*: \$ _____
(if applicable) (if applicable)

***Proof in the form of a copy of your notice of assessment must be included**





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FINANCIAL INFORMATION

EXPENSES	Total Monthly	Office Use
Rent/Mortgage <small>Including utilities, strata and other fees</small>		
Food		
Transportation <small>(Bus/Gas)</small>		
Child Care Fees		
Misc. Expenses <small>(including Credit Card, Child Support, loans, insurance, other)</small>		

Total Combined Cost (if applicable) = \$ _____

INCOME	Student Monthly	Spouse/partner (if applicable)
Net income from Work		
Money from parents		
Child Care Subsidy		
Child/Spousal support		
Employment & Immigration funds		
EI, WCB, EPPD Benefits		
Income Assistance (Welfare)		
Pension Income (CPP, Orphans, etc.)		
Other (incl. CCRR Subsidy)		

Total Monthly Income = \$ _____

One Time Expenses		Office Use
Tuition and fees		
Books/Supplies		
Property taxes		
Other		

Total Combined One Time Costs = \$ _____

One Time Income		Spouse/partner (if applicable)
Student Loan		
Skill training funds (HRDC or other sources)		
Savings		
Sale of assets		
Bursaries/Scholarship (school/private)		
Others		

Total Study Income = \$ _____

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Please be sure to include documentation requested to back up these figures – an application without the notice of assessment(s), proof of student loan, scholarship, etc., may be denied.



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Citizenship: (please note that proof citizenship may be requested)

- Canadian citizen
- Landed Immigrant
- Permanent BC Resident
- Other _____

Authorization and Declaration

I hereby declare that the information given on this application is, to the best of my knowledge, correct and that I have read and understood the directions and information pertained to this application. I understand that any misrepresentation or incomplete disclosure on or relating to this application may result in the cancellation of an award, or repayment of an award. I authorize BC Family Child Care Association to verify any or all of the above statements with the Ministry of Family and Children, StudentAid BC and appropriate agencies or government departments, as they deem appropriate.

Signature of the applicant: _____

Date: _____

DO NOT SEND ORIGINALS

COPIES WILL NOT BE RETURNED AND YOU NEED THEM FOR YOUR RECORDS

PLEASE NOTE: Keep all documents relating to costs and resources, in case you are audited. These documents include receipts, bank statements, cancelled cheques, income statements, income tax returns etc. Giving false or misleading information could result in your application being denied. BC Family Child Care Association reserves the right to verify your information with other regulatory bodies including StudentAid BC and appropriate agencies or government departments, as they deem appropriate.

We reserve the right to request further documentation during the review process, refusal to provide such documentation in a timely manner will mean that the application will be denied.

OFFICE USE ONLY

Date Received: _____ Application Complete: _____

Approved / Denied Date: _____ Notification: _____