



## **Part-Time Early Childhood Education Bursaries**

### **Application Instructions for Sponsors**

#### **Bursary Information**

Students pursuing part-time studies in Early Childhood Education are eligible to apply for funding for a maximum of two courses per applicant per year (from April 1 of one year to March 31 of the next), to a maximum of \$500 per course. Courses may be taken at the same time or on a course-by-course basis. Bursaries for part-time studies are available on a first-come first-served basis each year until funds are no longer available.

Any bursaries awarded will be applied toward tuition costs first. If the course tuition is less than \$500, any remaining funds (up to the maximum) may be awarded to help cover related eligible expenses, such as textbooks, if receipts have been provided.

#### **Sponsors**

First Nation governments or other organizations who are paying for or have paid for a course(s) or course materials on behalf of a student are also eligible to apply for funding under this program, provided they do not require the student to pay back the costs.

Sponsors applying for funding are subject to the same rules and requirements as individual students, so they must be prepared to gather and submit the required information from the students they have sponsored. The only difference is that the Sponsor Application form has space for applications for up to four students and must be signed by a person authorized to sign contracts or transfer payment agreements.

#### **Application Requirements**

Sponsors must provide the following documentation for each student they are sponsoring:

- a completed Sponsor Application form that includes information about each student and the course(s) they are taking;
- proof of Yukon residency for each student. This can take the form of a rental agreement covering the period of study, pay stubs or bills that show the student's name and a Yukon address; and

- proof of enrolment (which shows the course tuition) in an Early Childhood Education course(s) at a recognized, accredited post-secondary institution.

Sponsors may also submit receipts for expenses related to courses (including textbooks, technology fees and student union fees, but not including application fees). Receipts should be clearly marked with the student's name and course information.

Students who have already completed a course(s) for which a bursary was received (individually or through a sponsor) must submit an official transcript from their post-secondary institution before any new bursary funds will be awarded to (or for) them. It is the student's responsibility to order their transcript and submit it to the Child Care Services Unit or to their sponsor for submission on their behalf (depending on whether the last bursary was awarded to the student or their sponsor). The Child Care Services Unit will not "hold" future bursaries for students while waiting for official transcripts.

Incomplete applications will be returned to the sponsoring organization. Should the sponsor later submit a complete application to the Child Care Services Unit, the application will be considered at that time, subject to available funding.

Sponsors who submit inaccurate information as part of their application package will have to repay any funding that has been granted and will not have access to further funding under this program.

### **Application Deadlines**

Applications for bursaries for approved courses in Early Childcare Education at recognized, accredited post-secondary institutions will be received and processed on an on-going basis. Part-time bursaries will be awarded on a first-come, first-served basis each year (from April 1 of one year until March 31 of the next) until funds are no longer available. All applicants will be notified in writing whether their application has been approved. The final date for application submissions is the last business day of March.