



## **Early Childhood Development Services**

# **Bursary Program Promoting Cultural Representation in Early Childhood Education**

## **Terms and Conditions**

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## Terms and Conditions Overview

### Background

As part of the strategy to imbed inclusion within the early childhood education system, it is key that children and families see themselves in the early childhood education (ECE) programs they access.

The Department of Education and Early Childhood Development (EECD) recognizes the importance of ensuring that training opportunities are available to individuals from Indigenous, Acadian/Francophone, African Nova Scotian and Newcomer/Immigrant communities. The Bursary Program Promoting Cultural Representation in Early Childhood Education, hereinafter referred to as the 'Bursary' is designed to attract individuals from these communities to study ECE for the purpose of obtaining employment in the ECE field in Nova Scotia.

### Program Description

The purpose of the Bursary is to provide financial support to members of Indigenous, African Nova Scotian, Acadian/Francophone and Newcomer/Immigrant (temporary foreign workers and international students do not qualify for this program) communities who are interested in pursuing a career in ECE.

To support Acadian/Francophone communities, Université Sainte Anne has also established a program that will provide tuition support through reimbursement to applicants who register and enroll in courses in the Education a la petite enfance diploma program at the university.

The intent of the Bursary is to provide assistance to students for **tuition, fees and required text books only**. Other costs such as living and travel expenses must be covered by the student.

Each applicant may qualify for up to a maximum of **\$5,500.00 for tuition, fees and required text books** for each year, to maximum of two years, of attendance at the ECE diploma training institution. The Bursary is available for the **2018/2019 and 2019/2020** school years.

Applicants must be enrolled in the two-year ECE program **full time**.

Payment on behalf of a successful applicant will be made by EECD directly to the training institution.

Payment of a Bursary is subject to the funds being duly appropriated by the Province to the Department in a fiscal year.

## Eligibility Criteria

To be eligible for the Bursary, applicants must meet all of the following requirements:

- be a resident of Nova Scotia;
- identify as Indigenous, African Nova Scotian, Acadian/Francophone or a Newcomer/Immigrant to Nova Scotia (a temporary foreign workers and international students do not qualify for this program);
- be enrolled as a **full-time** student in a full-time ECE diploma program;
- pre-register for the Bursary program by August 1, 2018 (Refer to Pre-Registration Process on page 4).
- submit an application for the Bursary once a year for each year of study in the diploma program by the required deadline. (Refer to Application Deadline on page 5).

## Approved Early Childhood Training Programs

The ECE program must be taken from one of the following approved Nova Scotia ECE training institutions:

- Jane Norman College;
- Nova Scotia Community College, Early Childhood Education Studies;
- Nova Scotia College of Early Childhood Education;
- Island Career Academy
- University of St. Anne

## Pre-Registration Process

### Pre-Registration form

For planning purposes, EECD requires a prospective applicant to pre-register for the Bursary Program by August 1, 2018.

Individuals interested in taking an approved ECE diploma program in **2018/19** must pre-register by **August 1, 2018**. Individuals interested in taking approved ECE courses in **2019/20** must pre-register by **August 1, 2019**.

**Please note that submission of a pre-registration form does not mean that your Bursary application is pre-approved. Pre-registration is used for planning purposes and to confirm an applicant's intent to apply to the Bursary Program upon their acceptance into an approved ECE program.**

The Bursary Program pre-registration form is available on the Early Childhood Development Services website at:

<https://www.ednet.ns.ca/earlyyears/pd/index.shtml>

Applicants requiring additional information about the Pre-Registration process may contact the Coordinator, Family Home Day Care and Early Childhood Education, Department of Education and Early Childhood Development by email at: [Kristina.creamer@novascotia.ca](mailto:Kristina.creamer@novascotia.ca).

### Submission of the Pre-Registration Form

Completed Bursary Pre-Registration forms should be mailed to, sent by e-mail, or faxed to:

Bursary  
c/o Kristina Creamer, Coordinator, Family Home Day Care & Early Childhood Education  
Early Childhood Development Services  
Early Years Branch  
Department of Education and Early Childhood Development  
PO Box 578  
Halifax, NS B3J 2S9

Email at: [kristina.creamer@novascotia.ca](mailto:kristina.creamer@novascotia.ca)  
Fax: 902-424-0057

## **Application Process**

### **Application for Bursary**

When an applicant receives approval of acceptance from the Early Childhood Education training institution, the applicant must submit their Application for Bursary form to Early Childhood Development Services at the address below.

Upon receipt of a completed application, a review will be undertaken in accordance with the Application Review Process to determine each applicant's eligibility for the bursary.

Applicants are required to complete an Application for Bursary form once a year for each year of study, including the evidence from the training institution that they are enrolled in the ECE diploma program.

### **Application Deadline**

Eligible applicants must submit their application for Bursary for the 2018/2019 and 2019/2020 academic year no later than two weeks after beginning of classes.

### **Submission of the Application Form**

Completed applications must be mailed, sent by e-mail, or faxed to:

Bursary  
c/o Kristina Creamer, Coordinator, Family Home Day Care & Early Childhood Education  
Early Childhood Development Services  
Early Years Branch  
Department of Education and Early Childhood Development  
PO Box 578  
Halifax, NS B3J 2S9

Email at: [kristina.creamer@novascotia.ca](mailto:kristina.creamer@novascotia.ca)

Fax: 902-424-0057

## Contact Information and Assistance with the Application

For information on the bursary and to obtain the application form, please visit our website at:  
<https://www.ednet.ns.ca/earlyyears/pd/index.shtml>

or please contact:

Kristina Creamer, Coordinator, Family Home Day Care and Early Childhood Education  
Department of Education and Early Childhood Development  
Early Years Branch  
Phone: 1-902-424-5460  
Email at: [kristina.creamer@novascotia.ca](mailto:kristina.creamer@novascotia.ca).

## Application Review Process

### Applications Checked for Completeness

Upon receipt of the application, it will be reviewed by the Department to ensure that the application form has been properly completed and includes all required information.

If the application form is incomplete, the applicant will be contacted by telephone or email and asked to provide the missing information.

If the application is not complete and the required information is not submitted within 30 days of the request for additional information, the application will not be processed.

### Application Eligibility

Applicants are eligible for the Bursary if they:

- currently reside in Nova Scotia;
- identify as Indigenous, African Nova Scotian, Acadian/Francophone or Newcomer/Immigrant and are enrolled as a **full-time** student in a **full-time** ECE diploma program;
- pre-register for the Bursary program by August 1<sup>st</sup>, 2018;
-

- upon acceptance to study at the ECE training institution, submit an Application for Bursary once a year for each year of study by the required deadline, including confirmation of enrolment as full-time ECE student from the training institution.

Funding allocations are subject to Departmental budget.

## **Notification of Eligible Application**

All applicants will be advised whether they have been determined to be eligible for the Bursary and approved for funding.

Approved applicants will receive details about the amount of the funding to be provided by the Department to the institution on their behalf.

## **Reimbursement Process**

Payment of up to maximum of **\$5,500.00** for tuition, fees and required text books will be made by EECD directly to the training institution on behalf of the successful applicant. In no circumstances will payment be made directly to the applicant and payment must not exceed the tuition cost of the courses in which the applicant is enrolled, plus the costs of the textbooks required for those courses.

Applicants must provide official confirmation from the training institution, on letterhead, that they are enrolled in the ECE diploma and identify whether they are enrolled in their first or second year of study.

This confirmation must be attached to the Application for Bursary (please refer to the Application Process on page 5).

The Early Childhood Education training institution must submit an invoice for each semester directly to the EECD for the tuition, fees and the required text books if applicable.

The cost of the tuition, fees and books cannot be carried over from one eligible year to another.

EECD will provide the applicant with confirmation of the payments made to the institution.

**It is the responsibility of the applicant to notify the Coordinator, Family Home Day Care and Early Childhood Education of any changes to their course enrollment, address or contact information, or other pertinent information.**



## Accountability

A Bursary applicant is expected to attend and successfully complete all required courses in the ECE program.

At the completion of a course, or, at a minimum, at the end of each semester, a Bursary applicants are required to submit evidence from the training institution that the courses were successfully completed. This must be in a form of a letter or official transcript issued by the training institution.

The Training Institution will be required to send an official transcript to the Department, once the applicant receives a diploma.

### Evidence of Course Completion Submission Deadline

Evidence of successful completion of the courses **must** be submitted for each year of study by the following dates:

#### Year 2018/2019

- February 15, 2019 for Fall 2018 semester
- June 15, 2019 for Winter 2019 semester
- August 15, 2019 for Spring/Summer 2019 semester

#### Year 2019/2020

- February 15, 2020 for Fall 2019 semester
- June 15, 2020 for Winter 2020 semester
- August 15, 2020 for Spring/Summer 2020 semester.

The Department will send a reminder letter/e-mail to the applicants to send the evidence by the above dates, however, failure to receive such reminder does not relieve an applicant of the responsibility to submit their course results.

### Cancellation of Participation in the Bursary

The Department may, in its sole discretion, cancel the applicant's enrollment in the Bursary if:

- The applicant fails to send the evidence from the training institution that the courses were successfully completed by the required deadline;
- The applicant fails to send any communication to the Department regarding their participation status in the bursary within one month of the Evidence submission date;

- The department determines that the applicant has failed to uphold one of the conditions under the Bursary program or no longer meets any criteria of eligibility.

## **Taxable Benefits**

Depending on the applicant's personal situation, the bursary may or may not be a taxable benefit. The Department is not able to advise any applicant on the possible tax or other financial implications of the Bursary.

For more information, applicants are advised to contact Canada Revenue Agency at:

[www.cra.gc.ca](http://www.cra.gc.ca)

## **Applicants Receiving Student Assistance Loan**

If the applicant has applied for financial assistance under the Student Assistance Program, he/she must contact the Student Assistance Program staff at 1-800-565-8420, metro area: 902-424-8420 to advise them of the amount received through this program.

## **Program Evaluation**

This program is intended to attract individuals from diverse communities to study ECE with the purpose of obtaining employment in the ECE field in Nova Scotia. As part of the evaluation and accountability process, EECD will require all participants to complete an employment report within six months of their completion of the ECE diploma program. Participants that do not work in the ECE field upon completion of the program may be required to provide additional information and an explanation of why they are not working in the field.

## Appendix A – Definitions

**“African Nova Scotian (Black)”** refers to a person who self identifies as a Black/African Nova Scotian and/or Black/African Canadian and currently resides in Nova Scotia;

**“Application Deadline date”** refers to the date two months after the date of the applicant’s acceptance into the ECE courses in a program year;

**“Coordinator”** refers to Coordinator Family Home Day Care and Early Childhood Education;

**“Department”** refers to the Department of Education and Early Childhood Development;

**“Full-time training ECE diploma/ undergraduate degree program”** refers to course load which is at least 60% of a full course load an applicant must take during the regular academic year. For example: If 5 courses are considered a full course load, then 3 courses are 60 per cent ( $3/5 \times 100 = 60$ );

**“Immigrant”** refers a person who is or has ever been a permanent resident. A permanent resident is a person who has been granted the right to live in Canada permanently by immigration authorities. Immigrants are either Canadian citizens by naturalization (the citizenship process) or permanent residents under Canadian legislation;

**“Newcomer”** refers to an immigrant or refugee who has been in Canada for a short time, usually less than 3 or 5 years But does not include a temporary foreign worker, an international student, or any other person in Canada temporary resident visa.

**“Indigenous”** refers to individuals who are of Mi’kmaq ancestry or connected to at least one of Nova Scotia’s 13 Mi’kmaq First Nation communities and includes individuals who identify as having other First Nation, Metis or Inuit ancestry from other parts of Canada. And currently resides in Nova Scotia;

**“Payment”** refers to the payment made by the Department of Education and Early Childhood Development to the training institution on behalf of the applicants.