

Application for Early Childhood Education Graduate Bursary

Department of Education and Early Childhood Development, Family and Child Development Division

P. O. Box 8700, St. John's, NL A1B 4J6

Phone: 709-729-5960 Fax: 709-729-1400

Email: ECEBursary@gov.nl.ca



A. Applicant Information:

Full Name: _____

Address: _____ (street or P.O.Box)

_____ (city/town), NL _____ (postal code)

_____ (phone) _____ (cell) _____ (fax)

_____ (email) _____ (SIN) ___/___/___ (DOB - M/D/Y)

B. Early Childhood Education Diploma Held (attach copy of Diploma and transcript):

Name of Post-Secondary Institution: _____

Date of Graduation (on diploma): ___/___/___ (m/d/y)

C. Student Loan Information (if applicable):

Did you receive a student loan to complete your Early Childhood Education diploma? Yes No

If yes, is there a federal balance owing? Yes No

D. Employment Information (attach verification of employment - see guidelines on p.2 of this application for information):

Name of Regulated Child Care Service: _____

Location of Regulated Child Care Service: _____

When did/will you begin work there? ___/___/___ (m/d/y) # hours per week: _____

Note: If you have worked in more than one place since graduation please list on a separate sheet and attach it to this application.

E. Applicant Declaration - Please read and sign:

By signing below I am indicating that:

- I have read the policies regarding the ECE Graduate Bursary (FCD-BUR-001 - <http://www.ed.gov.nl.ca/edu/family/childcare/childcareresources.html>) and understand my obligations and commitments if approved for the bursary.
- I authorize the Department of Education and Early Childhood Development to contact Student Financial Services regarding my outstanding student loan (if applicable), and
- the information supplied in this application is true and complete to the best of my knowledge.

Signed: _____ Date: ___/___/___ (m/d/y)

Privacy Notice: The Department of Education and Early Childhood Development collects and uses personal information relating to Early Childhood Educators working in regulated child care services under the authority of the *Access to Information and Privacy Act*. This information may be collected and used for the provision of services and/or the operations of the Department. If you have any questions about the collection or use of this information, please contact the ATIPP Coordinator at 709-729-6281.

DEPARTMENTAL USE: Diploma/transcript received Employment Letter received

Contract Sent: ___/___/___ (m/d/y) Signed Contract Received: ___/___/___ (m/d/y)

Reviewed by: _____ Date: _____

Recommended for payment by: _____ Date: _____

Guidelines for Completion:

If completing by hand please print legibly/if completing fillable PDF please print and sign:

A. Applicant Information:

- Complete all areas – incomplete applications will be returned to you. NOTE: Social Insurance Number (SIN) and Date of Birth (DOB) are required for taxation purposes.

B. Early Childhood Education Diploma Held:

- Complete all areas.
- Attach copies of official transcripts and your Early Childhood Education Diploma.

C. Student Loan Information:

- Please indicate whether you were in receipt of a student loan to complete your ECE diploma. The Department will contact Student Financial Services directly to determine amount and arrange payment directly to them.

D. Employment Information:

- Complete all areas.
- Hours worked towards your two-year commitment will be verified through the Early Learning and Child Care Supplement records.
- **Verification of Employment** – You must attach verification of the information you supplied in this section:
 - **Centre-Based Child Care** – attach a letter from your current employer on their letterhead verifying that you are currently employed in a permanent full or part time position as part of the staff:child ratio, including start date with the centre and number of hours employed per week.
 - **Family Child Care** – attach a copy of your licence or your approval certificate from a licensed family child care agency.

E. Applicant Declaration:

- ECE Graduate Bursary Policies are available at <http://www.ed.gov.nl.ca/edu/family/childcare/index.html>.
- This section must be read, signed and dated in order for the application to proceed.

Department Use Only Section:

- Please do not write in this section.

Checklist – Before sending the application package:

- Make sure all applicable sections are completed fully (and legibly in ink if not completing electronically)
- Attach copies of your Early Childhood Education Diploma and official transcripts
- Attach Employment Information verification (as described above)
- Send the **complete application package** to ECE Bursary Program:

Department of Education and Early Childhood Development; Family and Child Development Division

Mail: P. O. Box 8700; St. John's, NL, A1B 4J6

Drop Off: 3rd Floor, West Block, Confederation Building, St. John's, NL

Email: ECEBursary@gov.nl.ca (NOTE: Scan signed application as a pdf – other formats not acceptable)

Fax: 709-729-1400