

Early Learning 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 yyyy/mm/dd)

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

Name of Post-Secondary Institution: _____

Date of Graduation (on diploma): _____ (yyyy/mm/dd)

C. Funding 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

Did you receive funding under the ECE Trainee Bursary Program (ELCD-BUR-002) 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? _____ (yyyy/mm/dd) # 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 (ELCD-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: _____ (yyyy/mm/dd)

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 ONLY Diploma/transcript received Employment Letter received

Contract Sent: _____ (yyyy/mm/dd) Signed Contract Received: _____ (yyyy/mm/dd)

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. Funding 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.
- The Department will verify the total amount of funding received under the ECE Trainee Bursary Program and deduct the calculated amount from the total eligible amount of the ECE Graduate Bursary.

D. Employment Information:

- Complete all areas.
- Hours worked towards your three-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:
 - **Regulated Child Care Centre**– 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.
 - **Regulated Family Home 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/childcareresources.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:

Mail: ECE Graduate Bursary Program; Department of Education and Early Childhood Development; Early Learning and Child Development Division; P. O. Box 8700; St. John's, NL, A1B 4J6

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

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

Fax: 709-729-1400