

## French Programs Bursary Eligibility Chart

	Bursary for	Who is eligible?	To study where?	Conditions	Amount	Additional details
STUDENTS	<b>Post-secondary Education in French*</b>	<b>Full time</b> post-secondary students (incl. non-degree, certificate, diploma, Bachelor's, Master's and PhD programs)	In person at any Canadian post-secondary institution (excluding teacher education programs in B.C.)	At least 55% of courses must be taught in French	\$625 per semester, up to \$1250 per year and \$5000 per student	- This bursary cannot be combined with the Bursary for Pre-service French Teachers. - Students completing teacher training outside of BC are eligible for this bursary.
	<b>Pre-service French Teachers</b>	Post-secondary students in a teacher education program	In a teacher education program at a British Columbia post-secondary institution (currently UBC or SFU)	At least 55% of courses must be taught in French	\$800 per semester, up to \$1600 per student. Can only be received once per student.	Students completing teacher training in BC must apply for this bursary, rather than the Bursary for Post-secondary Education in French.
TEACHERS	<b>Teachers – Professional Development in French</b>	BC Certified Teachers (current employment with a BC school district <b>not</b> required)	In any in-person training program in French language and/or French teaching methods offered in Canada or conference hosted by <a href="#">ACELF</a> , <a href="#">ACPI</a> , <a href="#">APPIPC</a> , <a href="#">BCATML</a> , or <a href="#">BCLCA</a> .	Training programs must consist of at least 20 hours of in-person instruction in French	Registration fees of up to \$1500 for one training program per year and up to \$300 for one conference per year, plus travel and accommodation subsidy ( <b>see next page for details</b> )	Bursary applications for the <a href="#">Institut de français - UBC à Québec</a> and <a href="#">La Maison Française</a> (UVic) programs must be submitted to UBC and UVic directly.
	<b>Teachers – University Courses in French</b>	BC Certified Teachers currently employed by a BC school district or independent school (including Teachers on Call)	Courses on the French language and French teaching methods, and/or other courses for credit at an accredited Canadian post-secondary institution	Studies must be undertaken in French, in person or online	25% of tuition fees up to \$1500 per year for up to 2 years (unclassified students / Graduate Diploma / Master's) or \$2000 for up to 3 years (PhD)	BC teachers taking post-secondary courses part-time must apply for this bursary, rather than the Bursary for Post-secondary Education in French.

\*Only open to Canadian citizens and permanent residents who have been living in BC for 12 consecutive months when classes begin (excluding time spent outside of BC pursuing post-secondary education).

### Additional Information - All Bursaries

- Bursaries can be combined with other sources of funding, including student teacher credits, provided that the amount of the bursary does not exceed the total costs incurred.
- Online courses do not qualify except for the Bursary for Teachers – University Courses in French.
- All bursaries are taxable.

### Additional Information - Bursary for teachers - Professional development in French

#### Travel and Accommodation Subsidy

Teachers who **must travel** more than 100km for professional development can receive up to \$500 in additional funding for travel, and up to \$300 for accommodation for each training program or conference, based on receipts. Mileage is calculated at \$0.52 per km. Accommodation subsidy will not exceed the Government of Canada's [city rate limits](#). Intention to claim travel and accommodation expenses must be declared at the time of application. Daily travel expenses **are not** covered.

#### Disability and Childcare Subsidy

Additional funding of up to \$300 per year is available to accommodate applicants with a disability or functional limitation, or applicants requiring child care to attend the conference or training program. To request additional funding, please upload a letter describing your specific case when you apply online.

### Deadlines

**APPLY by February 28** for courses ending between June 1 of the previous year and May 31 of the current year. (e.g. Feb 28, 2016 is the deadline to apply for courses ending between June 1, 2015 and May 31, 2016). **Bursaries are awarded on a first-come, first-served basis.**

**SUBMIT Enrollment Confirmation and Reimbursement Forms by June 30** for courses ending between June 1 of the previous year and May 31 of the current year (e.g. you have until June 30, 2016 to submit your enrolment confirmation form for a course ending between June 1, 2015 and May 31, 2016).

### How to apply

Please complete the online form at <https://www.bcedextranet.gov.bc.ca/bursary/>

If you are applying for a **Bursary for Teachers** please upload proof of teacher certification, such as:

- a copy of your certificate or letter of permission from the BC Teacher Regulation Branch
- the email you received confirming the renewal of your BC teaching certificate
- a screenshot or copy of your record from [Find A Teacher](#)

### Next steps

1. Once the application has been reviewed, the Ministry will notify the candidate by email of the status of the application (ineligible, approved, or waiting list). Please note that we are unable to provide individual updates on the status of bursaries, as doing so significantly increases bursary processing times.

2. If your bursary application is incomplete, or if any further information is required to process your application, we will contact you by email, and you will have an opportunity to supply the required information.
3. To receive a bursary payment, candidates must submit the required form (see table below). These forms are available on our [web page](#). A separate form for each semester must be submitted [online](#).

	Bursary for	Document(s) required for payment
<b>STUDENTS</b>	<b>Post-secondary Education in French</b>	Confirmation of Enrollment Form –May be submitted as soon as classes have begun. Students in the French Cohort Program at Simon Fraser University no longer need to submit a form, as enrollment is confirmed with SFU directly.
	<b>Pre-service French Teachers</b>	No need to submit a form, as enrollment is confirmed with the post-secondary institution directly.
<b>TEACHERS</b>	<b>Teachers – Professional Development in French</b>	Reimbursement Form – May be submitted once the conference, course or training program has ended. Receipts for conference registration fees and all eligible travel and accommodation expenses must be uploaded along with your completed Reimbursement Form.  Instead of a completed Reimbursement Form, the Ministry will accept email confirmation that the candidate successfully completed the course or training program, and of the amount of tuition fees paid, from a representative of the organization that offered the program it, and the amount of tuition fees paid.
	<b>Teachers – University Courses in French</b>	Reimbursement Form – May be submitted once the course or training program has been successfully completed. Graduate students at Simon Fraser University no longer need to submit a form, as enrollment and tuition fees are confirmed with SFU directly.

4. Once this form has been approved, the Ministry will issue a payment for the semester or course in question. The applicant will be notified by email that a bursary payment is pending.
5. For bursaries that are paid out in two installments, candidates must submit the required form (see above) for the second semester.

Please notify us if your **name or address changes** after you submit your application for a French Programs bursary, but before you receive your final bursary payment.

Cheques are issued payable to the applicant and sent to the applicant’s mailing address. Please allow six to eight weeks from receiving the email payment notification for your cheque to arrive.