

A large red square graphic with a white border, containing the text 'District Authority Scholarship Claiming Steps' in white, bold, sans-serif font, centered within the square.

**District  
Authority  
Scholarship  
Claiming  
Steps**



## **Conditional Recipient Notification— District/Authority Scholarship**

Congratulations! You have been named by your district or school as a **conditional recipient** of a District/Authority scholarship for the 2023/24 school year. This award is worth \$1,250.

### **What does “conditional recipient” mean?**

“Conditional recipient” means that to receive your scholarship, you must satisfy core eligibility requirements by August 31, 2024. This includes being a Canadian citizen or permanent resident (landed immigrant) *and* having that status on record with your school of registration. It also includes graduating between September 1, 2023 and August 31 2024. Please review the core eligibility requirements here: [www.gov.bc.ca/scholarshipseligibility](http://www.gov.bc.ca/scholarshipseligibility).

### **When will I receive my scholarship?**

After August 31, the Ministry of Education and Child Care will check the information reported by your high school to confirm you have met core eligibility requirements. If you are confirmed as a recipient, a paper scholarship voucher will be mailed in **November** to the last home address reported to the Ministry by your school. If your address changes before you graduate, please inform your school. If your address changes after you graduate, please inform the Provincial Scholarships Program team: [scholarships@gov.bc.ca](mailto:scholarships@gov.bc.ca)

Your voucher will be mailed with detailed instructions for how to use it. Here are key points you need to know.

- You can use your voucher once you have paid at least \$1,250 in tuition at a designated post-secondary institution ([www.studentaidbc.ca/apply/designated](http://www.studentaidbc.ca/apply/designated)) or a B.C. authorized trades training provider ([www.skilledtradesbc.ca](http://www.skilledtradesbc.ca)). **Confirm your chosen school** is on one of these lists. If not, consider asking your post-secondary institution to seek designation.
- You will need to submit to the Ministry your voucher, and evidence of post-secondary enrolment and tuition paid, and then a cheque will be mailed to you.
- You can use your scholarship up to the expiry date printed on your voucher.

### **What if my voucher doesn't arrive?**

1. Wait until the **end** of September and then login to find out if you are a confirmed recipient: [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca). If there is no District/Authority scholarship displayed, please contact your school for more information.
2. Remember that **vouchers are mailed in November**.
3. If it's December and your voucher has not arrived, see how to redeem without a voucher: [www.gov.bc.ca/howtoredeemships](http://www.gov.bc.ca/howtoredeemships)

# Ministry Instructions

In your white envelope you received during the grad ceremony you would have received this instruction sheet. Follow the steps on this sheet and see the steps on next slides for support.

Please note, vouchers will be mailed to your address in MyEd. Please ensure this is correct before the end of the year.





October 2023

Ref: 292971

Dear Graduate:

Your 2023 District/Authority scholarship is confirmed; all requirements, including graduation, have been met. Congratulations! This award honours you for your outstanding accomplishment in your chosen area.

Enclosed is your voucher worth \$1,250. You may submit it to the Ministry of Education and Child Care to be reimbursed for tuition paid at a designated post-secondary institution or SkilledTradesBC approved program provider. For details on how and when to use it, please see the reverse page.


This scholarship, and all you did to earn it, ought to bolster your confidence as you take your next steps—into post-secondary study and towards your long-term goals. Here's wishing you the best.

Sincerely,

Melanie Stewart  
Assistant Deputy Minister  
Learning and Education Programs Division

Enclosure

Ministry of Education and Child Care  
Learning and Education Programs Division  
Mailing Address: PO Box 9726 Stn Prov Govt  
Victoria BC  
Location: 2<sup>nd</sup> Floor - 601  
Victoria BC



**Ministry of Education and Child Care**

**District/Authority Scholarship Voucher**

ISSUE DATE: SEP 20 2023  
EXPIRY DATE: SEP 30 2025

As recognition of your achievement, the Province of British Columbia will award you \$1,250.00 once you have attended a program and the tuition paid is equal to, or greater than, this amount. Vouchers are non-transferable and non-cashable. Vouchers are approved for District/Authority Leaders or a program provider that is approved by a District/Authority. Programs of study should meet a post-secondary standard.

Please print your Canadian Social Insurance Number (SIN) and legal address in the space below. (The Income Tax Act requires the Ministry to instruct you to a SIN can be required to pay if your voucher achieves above mentioned times limit and will be one address to which you want your cheque mailed. Have your post-secondary program provider stamp and sign the address of this voucher. Submit the voucher to the Ministry to receive your payment. Instructions for how to submit, including how to fill in this voucher, are on the reverse side of this voucher. For more information, visit [www.gov.bc.ca/scholarshipprogram](http://www.gov.bc.ca/scholarshipprogram), there's wishing you continued success in your education.

SOCIAL INSURANCE NO. \_\_\_\_\_  
LEGAL ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
PROVINCE OF BRITISH COLUMBIA (Other countries)

**POST-SECONDARY PROGRAM PROVIDER MUST COMPLETE SECTION BELOW**


By certifying this voucher, you certify the following:  
 If you require a post-secondary institution that is recognized as the Province of B.C., i.e., approved for District/Authority Leaders or a program provider that is approved by a District/Authority.  
 The program is a post-secondary program.  
 The program is a program that is approved by a District/Authority.  
 The program is a program that is approved by a District/Authority.

Signature of provider \_\_\_\_\_  
Name of provider \_\_\_\_\_  
Title of provider \_\_\_\_\_  
Address of provider \_\_\_\_\_  
City of provider \_\_\_\_\_  
Province of provider \_\_\_\_\_  
Date \_\_\_\_\_

# Ministry Vouchers

You will receive this voucher form and letter from the ministry in approximately November - December of the year you graduated. Again, please ensure your address is correct before graduation as that is where it will be sent. They often run late from the ministry.




 Ministry of  
**EDUCATION AND CHILD CARE**

**District/Authority  
 Scholarship Voucher**

ISSUE DATE SEP 30 2023  
 EXPIRY DATE SEP 30 2023

By recognizing your achievement, the Province of British Columbia will award you \$1250.00 once you are attending a program and the tuition paid is equal to or greater than this amount, whether at a post-secondary institution that is designated by the Province of B.C. (i.e. approved for Canada Student Loans) or a program provider that is approved by the "designated" Programs of Study through a post-secondary credential.

Print your Canadian Social Insurance Number (SIN) and email address in the space below. (The Income Tax Act requires the Ministry to collect your SIN so a TAA can be issued to you.) If your mailing address above is incorrect, cross it out and write the new address to which you want your cheque mailed. Have your post-secondary program provider stamp and sign the bottom of this voucher. Submit the voucher to receive your payment, instructions for how to submit, including what to do if you cannot get the voucher stamped and signed, are online: [www.gov.bc.ca/scholarshipprogram](http://www.gov.bc.ca/scholarshipprogram). Here's wishing you continued success in your education!

SOCIAL INSURANCE # \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

Minister of Education and Child Care

**POST-SECONDARY PROGRAM PROVIDER MUST COMPLETE SECTION BELOW**

By completing this section, you certify the following:  
 1) you represent a post-secondary institution that is designated by the Province of B.C. (i.e. approved for Canada Student Loans) or a program provider that is approved by the "designated" Programs of Study through a post-secondary credential;  
 2) the amount being requested is equal to or greater than the value of the scholarship has been paid.

Institution/program provider \_\_\_\_\_  
 Name of official \_\_\_\_\_  
 Signature of official \_\_\_\_\_  
 Title of official \_\_\_\_\_  
 Program start date \_\_\_\_\_  
 Date \_\_\_\_\_

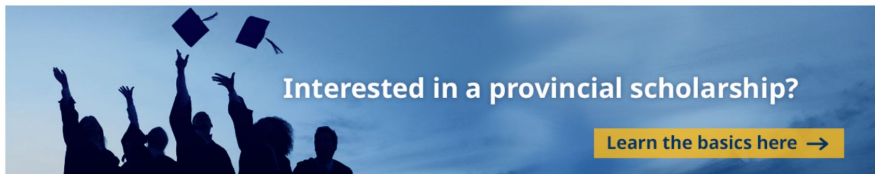
# Ministry Vouchers

This piece of paper needs to be stamped/signed by the post-secondary institution you are attending (usually done in the tuition office - they are used to them and usually do it right away)



## Provincial Scholarships Program information for students

✦ Last updated on May 14, 2024



The provincial scholarships program recognizes student achievement and encourages students to pursue post-secondary education.



# Next Steps

Once that voucher form has been signed, go to this website (please note, it is not very mobile friendly and worked better on laptop/desktop computers):

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/scholarships/provincial-scholarships>



## How to use a scholarship

How to turn your scholarship voucher into a cheque:

[Get instructions](#)

## Next Steps

Scroll down until you see “Get Instructions” and click on it.



# Next Steps

A new page will pop up - scroll down to these options and pick the first one.

## Collect the right documents and submit (online if you can)

You must submit evidence of enrolment and tuition paid to be reimbursed and receive your cheque. The evidence you need to submit depends on whether your voucher has been stamped and signed by your post-secondary institution / post-secondary program provider.

Click on the situation below that applies to you and then prepare the information described.

[Expand All](#) | [Collapse All](#)

**I have a scholarship voucher that has a legible stamp and signature from my post-secondary institution / post-secondary program provider.**



**I have a voucher but I cannot get it stamped and signed by my post-secondary institution / post-secondary program provider.**



**I don't have my scholarship voucher**





# Next Steps

The page will expand to this. Click on “Submit your voucher”



**I have a scholarship voucher that has a legible stamp and signature from my post-secondary institution / post-secondary program provider.** ^

If it has been stamped and signed, please write three pieces of information directly on your voucher:

- your Social Insurance Number (SIN);
- your email address; and,
- your home mailing address if it has changed (i.e., where you want your cheque delivered).

**Next step:**

[Submit your voucher](#)



# Next Steps

This page will pop up:

## Redeem Your Scholarship

### **Congratulations on earning a provincial scholarship!**

Before you try to redeem your award, make sure you [meet the requirements and collect the right documents that you will need to submit](#). This will help you avoid delays in payment.

When you are ready, complete the form below.

For the purpose of your inquiry, the personal information below will be collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 26(c). Students' personal information is used for the purpose of verifying eligibility, updating student personal information, and processing scholarship payments.

Questions regarding the collection of personal information can be sent to the Ministry of Education contact:

Director, Student Transitions

[scholarships@gov.bc.ca](mailto:scholarships@gov.bc.ca)

250-356-2443

PO Box 9183 STN PROV GOVT

Victoria, BC V8W 9H9

## Redeem Your Scholarship

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Before you try to redeem your award, make sure you [meet the requirements and collect the right documents that you will need to submit](#). This will help you avoid delays in payment.

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Questions regarding the collection of personal information can be sent to the Ministry of Education contact:

Director, Student Transitions  
[scholarships@gov.bc.ca](mailto:scholarships@gov.bc.ca)  
250-356-2443  
PO Box 9183 STN PROV GOVT  
Victoria, BC V8W 9H9

There is a form below this to fill out. It will ask for student's PEN number (their number is on the voucher in the upper left side near their name) , name, address, institution they are attending. They then need to scan and upload their stamped and signed voucher.

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You're Done!

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