



StudentAidBC

Provincial Tuition Waiver Program
and
Learning for Future Grant
Practice Guide

Ministry of Post-Secondary Education
and Future Skills

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PROVINCIAL TUITION WAIVER PROGRAM

PURPOSE

To improve access to education and training by providing tuition and eligible fee waivers to current and former youth in care attending eligible B.C. post-secondary or trades training institutions.

ELIGIBILITY CRITERIA

As outlined in [StudentAid BC policy](#), to be eligible for the Provincial Tuition Waiver Program, applicants must be:

- Studying full- or part-time below the graduate level at a B.C. public post-secondary institution, the Native Education College, or an approved union-based trades training provider,
- and
- Adopted through the B.C. Ministry of Children and Family Development (MCFD) or an Indigenous Child and Family Service Agency (ICFSA), or
 - Formerly or currently in the B.C. Ministry of Social Development and Poverty Reduction (SDPR) Child in Home of Relative program, or
 - Formerly or currently in any of the B.C. MCFD or ICFSA Legal Statuses listed below (either while living in B.C. or while placed by MCFD or an ICFSA on an Interprovincial Placement Agreement) at the time they turn(ed) 19, or for at least 24 months (730 days) (consecutive or accumulated in any combination).

Individuals who are post-secondary ready and under 19, and who meet the eligibility criteria for the Provincial Tuition Waiver Program, are eligible for the program regardless of whether they are still in the care of the MCFD or an ICFSA.

The Provincial Tuition Waiver Program is not available to individuals who were in care under another province and are now living in B.C., unless specific criteria are met (additional information speaking to these criteria can be found in the **Exceptions** section of this document). Private adoptions through an adoption agency, and transfers of custody through the Family Law Act, are also ineligible.

Eligible studies

The Provincial Tuition Waiver Program covers a wide range of study options below the graduate levels:

- Courses leading to a certificate, citation, diploma, or undergraduate degree,
- Courses taken during unclassified qualifying years and non-credit-based trades programs eligible for student financial assistance,
- Apprenticeship training, and
- Any continuing education courses or non-credit courses associated with lifelong learning or competencies related to the labour market.

First professional degree programs (e.g., Medical Doctor; Juris Doctor) **may** be eligible for the Provincial Tuition Waiver Program. Students enrolling in these programs are encouraged to apply and have their program assessed for eligibility.

For PTWP there is no requirement that the course or program be eligible for student financial assistance through StudentAid BC, or that it be of a minimum length.

The Provincial Tuition Waiver Program does not currently cover:

- Adult Basic or Special Education programs.
- Masters, PhD, or post-graduate courses or programs.

Eligible post-secondary institutions

The Provincial Tuition Waiver Program covers eligible studies below the graduate level at the following institutions:

B.C. public post-secondary institutions

British Columbia Institute of Technology	North Island College
Camosun College	Northern Lights College
Capilano University	Okanagan College
Coast Mountain College	Royal Roads University
College of New Caledonia	Selkirk College
College of the Rockies	Simon Fraser University
Douglas College	Thompson Rivers University
Emily Carr University of Art and Design	University of British Columbia
Justice Institute of British Columbia	University of Northern British Columbia
Kwantlen Polytechnic University	University of the Fraser Valley
Langara College	University of Victoria
Native Education College	Vancouver Community College
Nicola Valley Institute of Technology	Vancouver Island University

Approved union-based training providers

IUOE Local 115 Training Association	
Construction and Specialized Workers	Pile Drivers Local 2404
D.C. 38 Joint Trade Society	Piping Industry Apprenticeship Board
Electrical Joint Training Committee	Sheet Metal Workers Training Centre Society
Floorlayers Union	Trowel Trades Training Association

Ministry of Children and Family Development (MCFD) and Indigenous Child and Family Service Agency (ICFSA) - Eligible Legal Statuses

MCFD and ICFSA Legal Statuses refer to and include the following statuses under the B.C. [Child, Family and Community Service Act](#):

- Extended Family Plan under section 8 of the Act,
- Interim Custody Order with a Director under section 35(2)(a) of the Act (or equivalent),
- Interim Custody Order with person other than a parent under section 35(2)(d) of the Act (or equivalent),
- Temporary Custody Order with a Director under section 41(1) of the Act,
- Temporary Custody Order with a person other than a parent under section 41(1)(b) of the Act (or equivalent),
- Permanent Transfer of Custody Order with person other than a parent under section 54.01 or 54.1 of the Act,
- Youth Agreement under section 12.2 of the Act,
- Voluntary Care Agreement under section 6 of the Act,
- Special Needs Agreement under section 7 of the Act,
- Continuing Custody Order with a Director under sections 41(1)(d), 42.2(4)(d), 42.2 (7), 49(4), 49(5) or 49(10) of the Act,

and

- Personal Guardianship of a Director under the B.C. [Infants Act](#),
- Personal Guardianship of a Director of adoption under the B.C. [Adoption Act](#).

APPLICATION PROCESS

A [Provincial Tuition Waiver Program and Learning for Future Grant Application Form](#) is completed by the applicant. The completed application form is then submitted to StudentAid BC through the financial aid office at the applicant's eligible post-secondary institution.

The most current application form can be downloaded from the [Provincial Tuition Waiver Program](#) webpage. The applicant completes sections 1 and 3, then submits the signed form to the financial aid office at the institution (by email or in person, for example). There is no need for the applicant to include supporting documentation with the application, such as a letter from their social worker.

If an individual needs help with their application, they can receive virtual or in person support from institution staff, or reach out to supports in their community and networks as needed.

The financial aid office reviews the application form for completeness, enters the study information and signs section 2. The form is then sent to StudentAid BC by email to tuitionwaiver@gov.bc.ca.

The applicant's time in care is verified by StudentAid BC with the Ministry of Children and Family Development (MCFD) or the Ministry of Social Development and Poverty Reduction (SDPR). This process can take up to six weeks but may be longer if historical files must be retrieved.

****Please ensure all sections of the application are complete, including [SIN and PEN](#) information.***

Additional areas to verify completeness prior to submitting to StudentAid BC:

I AM APPLYING FOR question incomplete - Most applicants will indicate on the application form that they are applying for both the Provincial Tuition Waiver Program and Learning for Future Grant. However, they are not required to apply for both. If they have only checked one of the tick boxes, you can follow-up with the applicant to make sure it wasn't an omission.

Former name missing - Some applicants do not identify themselves by their former name while in care (e.g., their name before being adopted). This can result in difficulty locating the applicant's time in care records. To aid the search for records former names can be listed in section 1 under (5) LIST ALL OTHER KNOWN NAME(S).

Applicant email address is missing, incomplete, or unclear - This information is needed for sending the decision letter to the applicant.

Applicant signature in section 3 missing - The applicant can provide a separate emailed Declaration (section 3) in lieu of signing the application form, if necessary.

Note: Individuals who want to confirm they meet the time in care requirement **before** enrolling at an eligible post-secondary institution may submit the application form, with sections 1 and 3 completed, directly to StudentAid BC by email to tuitionwaiver@gov.bc.ca.

Application decision letter

If the application **is** approved, the applicant receives a letter by email advising them of their approval. The letter will include the program and tuition cost information provided by the institution, for information only. A copy of the letter will also be emailed (cc'd) to the financial aid office at the institution.

If the application is **not** approved, the applicant will receive a letter by email advising their application cannot be approved. The letter explains how the applicant did not meet the eligibility criteria and may outline their time in care details. The letter will include information on how to request an exception if the applicant's circumstances warrant review and reconsideration. A separate letter is emailed to the financial aid office at the institution, notifying the institution that the application could not be approved. The applicant's time in care details will not be provided in the institution's letter due to the sensitive nature of the information.

If you want to update the email address that decision letters are sent to for your institution, please send an email to tuitionwaiver@gov.bc.ca with the information.

EXCEPTIONS

The Provincial Tuition Waiver Program has discretion, on a case-by-case basis, to approve exceptions to the eligibility criteria through a review of exceptional circumstances.

Categories eligible for review

- Time in Care/Legal Status

An applicant can request a review of their individual circumstances in this category when they believe their time in care calculation is incorrect, or their experience in government care is not represented in the legal statuses listed.

The Ministry of Post-Secondary Education and Future Skills may require specific supporting documentation on a case-by-case basis. All other program eligibility criteria must be met.

- Location of Study

An applicant can request a review of their individual circumstances in this category only if they were placed in another Canadian province or territory as part of an MCFD or ICFSA permanency plan, or interprovincial agreement, and they wish to study in the province or territory they were placed in. In addition, the proposed out-of-province institution must be classified as a public institution.

The Ministry of Post-Secondary Education and Future Skills may require specific supporting documentation on a case-by-case basis. All other program eligibility criteria must be met.

Individuals with circumstances falling outside of the eligibility criteria can contact the System Navigator, Provincial Tuition Waiver Program, at tuitionwaiver@gov.bc.ca to request a review of their eligibility. This direction is provided in all letters to the student indicating they are not approved.

*Note: Exceptions **cannot** be granted for applicants who wish to study at post-secondary institutions other than those identified as eligible, except in the case where an out-of-province exception has been granted.*

Costs Covered by a Tuition Waiver

All tuition and eligible fees required by the institution to register, enroll, and complete eligible studies are covered by the student's tuition waivers.

The student may use their tuition waiver for all eligible studies, at any eligible institution with **no requirement for reapplication**. This includes using the waiver for multiple eligible courses, programs, and credentials, such as:

- Completing a diploma program then laddering into an undergraduate degree.
- Completing an undergraduate degree then enrolling in a second undergraduate degree.
- Enrolling in a non-credit course associated with lifelong learning while enrolled in a certificate program.
- Studying concurrently at two or more separate eligible institutions, provided programs/courses are eligible.

*Tuition waiver approval is not program-specific. The approval letter includes the program and tuition cost information provided by the institution at the time of application but **does not limit** future studies to that program or course.*

Eligible fees

Category	Examples	Notes
Mandatory fee	Registration fee Archiving fee Student License Fee Student Association or Alma Mater Society fee	Costs associated with admissions and enrollment in programs that must be paid by all students at the institution to complete or enroll in a program or course.
Assessment fee	Entry Assessment Prior Learning and Recognition Assessment English Language Assessment	Costs associated with assessments that are delivered by the institution to support a student in enrolling or progressing in a program or course.
Administrative fee	Application fee Transcript Request fee Criminal Record Check Verification of Enrollment fees*	Costs required by the institution to support a student in enrolling in a program or course. *Verification of enrollment fees will be covered only when required to access or progress in a program or course
Additional fees	Program Supply Fee (for books or supplies, for example) Medical Insurance Fee** U-Pass fee**	Fees that are required by the institution in order for a student to progress or enroll in a program or course. In this category the fee must be charged to all students and billed directly to the student from the institution along with tuition. **Medical insurance and U-Pass fees charged directly to the student by the institution will be covered by PTWP under this category when a student is unable to opt out. Medical insurance fees for dependents are not covered.

Costs not billed directly by the institution to the student may be requested for approval of reimbursement by contacting tuitionwaiver@gov.bc.ca.

A student's tuition waiver covers study-abroad options **if** the tuition and fees are paid to the eligible post-secondary institution and applied to credits earned at that institution. Travel and living expenses for the overseas study are not covered by the waiver.

REIMBURSEMENT

If a student has already paid tuition and/or eligible fees (e.g., an application fee) before receiving tuition waiver approval, they may be reimbursed by the institution under the following circumstances: If the program/course fell, and tuition and eligible fees were paid, during the same fiscal year (April 1 – March 31).

Note: Individuals who are approved due to program enhancements effective August 1, 2023 may only claim reimbursement within the same fiscal year for tuition and eligible fees for study start dates on or after August 1st, 2023.

Reimbursed tuition can be used by the student to pay existing student loans; however, tuition paid in previous fiscal years is not eligible for reimbursement, even if the individual incurred student loan debt to pay the tuition.

WITHDRAWALS AND UNSUCCESSFUL COMPLETIONS

An individual is not required to repay waived tuition and fees if they withdraw from their program or course, or if they do not successfully complete their studies.

TUITION WAIVER TRANSFERS

A student may use their tuition waiver at another eligible post-secondary institution with **no requirement for reapplication**. However, the student is asked to notify StudentAid BC so the new institution can receive written confirmation of the student's tuition waiver eligibility.

Initial Institution

If you become aware that a tuition waiver student will be undertaking eligible studies at another eligible post-secondary institution, please remind the student to contact StudentAid BC by email (at tuitionwaiver@gov.bc.ca) to provide notification of the transfer to a new institution. They should also advise the financial aid office at their new institution that they have a tuition waiver.

Receiving institution

When you are advised by a new student that they have a tuition waiver under the Provincial Tuition Waiver Program, please confirm they have already emailed StudentAid BC about their new studies. If not, the student can send an email to the financial aid office at the receiving institution, indicating that they wish to initiate the transfer, instead of notifying StudentAid BC.

Please do not have the student complete a new application. Instead, send the following information by email to tuitionwaiver@gov.bc.ca:

- Student Name
- Student Number
- Date of Birth
- Student's email Address
- Previous institution
- Receiving institution
- Receiving institution email address for transfer letter
- Start date at receiving institution.
- Program
- Copy of the student's email initiating the transfer (if applicable)

StudentAid BC will review the transfer details against existing records. Once confirmed, a transfer notification letter will be provided to the receiving institution by email, with a copy to the student.

Funding

Provincial Tuition Waiver Program payments to each institution are based on the total of the tuition and eligible fees amounts entered on their report for the current reporting period (see below). The payment is initiated once all institutions have reported.

A funding letter is sent to the institution's vice-president of finance by email (with a copy sent to the institution's financial aid office) setting out the amount provided as reimbursement for the tuition and eligible fees waived through the Provincial Tuition Waiver Program for the current reporting period. The funds are then forwarded to the institution with the next available electronic funds transfer. The funds may be combined with other amounts payable to the institution at the same time, in a single transfer.

If you have any questions about the funding approval for your institution, please send an email to tuitionwaiver@gov.bc.ca.

Reporting deadlines and reminders

Institutions are required to report three times each fiscal year (February, July and October) regarding the tuition and eligible fees waived for their students during the current reporting period. Reminder emails are sent to each institution's financial reporting contact(s) starting approximately four weeks before the reporting deadline. For reference, the future reporting deadlines already established are:

- Summer 2024: July 19, 2024
- Fall 2024: October 18, 2024
- Winter 2025: February 21, 2025
- Summer 2025: July 18, 2025

To update the email address(es) that the financial reporting emails are sent to for your institution, please send an email to tuitionwaiver@gov.bc.ca with the information.

Report template and SharePoint access

The institution's Provincial Tuition Waiver Program financial report template is available on [the Tuition Waiver Program Institution Reporting SharePoint](#). Institution staff responsible for financial reporting will need to have access to their institution's folder within the SharePoint, which requires the user to set up and provide a **basic BCeID**. Before attempting to access the site, please visit <https://www.bceid.ca/> to set up your ID, and then provide it in an email to tuitionwaiver@gov.bc.ca.

Institutions update their report template by:

- Completing any blank fields,
- Checking provided information for accuracy/changes, and
- Entering the tuition and eligible fees waived for each student during the reporting period.

Students not found on the template that are being reported for can be added to the bottom of the report for StudentAid BC review.

If a student's status is changed to 'Completed', they will not be included on the report template for subsequent reporting periods. If they return, they can be added back onto the report.

The completed report is then uploaded by the institution to the SharePoint site. If your institution has nothing to report for the current reporting period, please send an email to tuitionwaiver@gov.bc.ca advising as such.

If you have any questions, concerns, or have trouble accessing the Provincial Tuition Waiver Program Institution Reporting SharePoint site, please send an email to tuitionwaiver@gov.bc.ca.

T4As

Institutions are responsible for issuing T4As to students for the amount of tuition and eligible fees waived for the student during the tax year. Additional tax information can be found in the **Income tax implications and other supports** section of this guide.

LEARNING FOR FUTURE GRANT

PURPOSE

The Learning for Future Grant provides an annual grant of \$3,500 per program year (August 1st – July 31st) to assist with additional education-related costs (books, computer, supplies, etc.), not covered by the Provincial Tuition Waiver Program (PTWP), for students who meet the eligibility requirements of the PTWP and are enrolled in an eligible program or course.

ELIGIBILITY CRITERIA

As outlined in [StudentAid BC policy](#), to be eligible for the Learning for Future Grant, students must:

- Be studying full-time or part-time at an [eligible post-secondary institution](#),
- Meet the [eligibility criteria](#) requirements for the Provincial Tuition Waiver Program, and
- Be enrolled in a course or program of study, below the graduate level, which leads or will lead to a credential (certificate, citation, diploma or degree), where each study period is a minimum of 6 weeks or 35 tuition hours in duration.

Eligible programs and courses

The Learning for Future Grant covers a wide range of study options below the graduate level, including:

- Courses leading to a certificate, citation, diploma, or degree,
- Courses taken during unclassified qualifying years, and
- Continuing Education Courses that lead to a credential that will support a student in entering the labour market or transitioning to a credentialed program at an eligible institution.

The Learning for Future Grant **does not** cover:

- Single non-credit courses that do not lead to a credential.

*Note: A program or course that is eligible under the Provincial Tuition Waiver Program may sometimes **not** be eligible for Learning for Future Grant funding.*

APPLICATION PROCESS

First time applicants*

*This information relates to individuals who have not applied for the Provincial Tuition Waiver Program or Learning for Future Grant previously.

A [Provincial Tuition Waiver Program and Learning for Future Grant Application Form](#) is completed by the applicant. The completed application form is then submitted to StudentAid BC through the financial aid office at the applicant's eligible post-secondary institution.

The application form can be downloaded from the [Provincial Tuition Waiver Program](#) webpage. The applicant completes sections 1 and 3, then submits the signed form to the financial aid office at the institution (by email or in person, for example). There is no need for the applicant to include supporting documentation, such as a letter from a social worker confirming the time in care details.

If an individual needs help with their application, they can receive virtual or in person support from institution staff, or reach out to supports in their community and networks as needed.

The financial aid office reviews the application form for completeness (see [Things to watch for on an application](#)), enters the study information and signs section 2. The form is then sent to StudentAid BC by email to tuitionwaiver@gov.bc.ca.

The applicant's time in care is then verified by StudentAid BC with the Ministry of Children and Family Development and Ministry of Social Development and Poverty Reduction (if required). This process normally takes up to six weeks but can be longer if historical paper files must be retrieved.

Application decision letter

If the application is approved, the applicant receives a letter by email from the Provincial Tuition Waiver Program, advising them their application has been approved. The letter will include the program and tuition cost information provided by the institution, for information only. A copy of the letter is emailed to the financial aid office at the institution so that the institution can approve the grant.

If the application is not approved, the applicant receives a letter by email from the Provincial Tuition Waiver Program, advising their application cannot be approved. The letter explains why the applicant did not meet the eligibility criteria and may outline their time in care details. A separate letter is emailed to the financial aid office at the institution that notifies the institution the application could not be approved. The applicant's time in care details are not provided in the institution's letter due to the sensitive nature of the information.

Previously approved applicants

Applicants who have previously been approved for the Provincial Tuition Waiver Program, and/or Learning for Future Grant, submit a [Learning for Future Grant Declaration Form](#) to:

- the financial aid office at their institution if attending a B.C. public post-secondary institution, or
- directly to StudentAid BC by email to tuitionwaiver@gov.bc.ca **if** attending an approved union-based trades training provider or an out-of-province public post-secondary institution approved through a Provincial Tuition Waiver Program [exceptions](#) review.

GRANT APPROVAL

Once the institution has verified the application or declaration are complete, the applicant is approved for PTWP, the program or course is eligible, and the student is actively enrolled in eligible studies, the Learning for Future Grant can be **disbursed to the student by the institution**:

- The grant amount is fixed at \$3,500 regardless of the type/duration of the eligible program/course or the student's financial situation (i.e., no partial grant should be disbursed).
- Only one grant can be issued each program year. Students cannot receive two Learning for Future Grants, or a Youth Education Assistance Fund (YEAF) grant through the YEAF Transition Plan as well as a Learning for Future Grant, in the same program year.
- The grant is paid to the student as a lump sum (no instalments).
- There is no requirement to submit a confirmation of enrollment form to the Ministry of Post-Secondary Education and Future Skills.
- The institution retains the Learning for Future Grant Declaration Form for seven years.

The recommended timeline for grant disbursement is as soon as the student is enrolled - you do not need to wait for their course start date.

WITHDRAWALS AND UNSUCCESSFUL COMPLETIONS

An individual is not required to repay their Learning for Future Grant if they withdraw from their program or course, or if they fail to successfully complete their studies.

OVERAWARDS

An individual who receives two Learning for Future Grants, or a YEAF grant (through the YEAF Transition Plan) and a Learning for Future Grant, in the same program year will not be eligible for a Learning for Future Grant in the subsequent program year. The institution will be notified if this is the case.

FUNDING INFORMATION AND REPORTING REQUIREMENTS

Funding

A funding letter is sent to the institution's vice-president of finance by email in July of each year (with a copy sent to the institution's financial aid office) setting out the conditions and amount being block funded to support the Learning for Future Grant for eligible students for the upcoming program year.

The funds are then forwarded to the institution with the next available electronic funds transfer. The funds may be combined with other amounts payable to the institution at the same time, in a single transfer.

Additional funding can be provided if the initial funding runs out. To request additional funding, institutions must submit an interim report with details on grants disbursed since the prior reporting period, and provide a reasonable estimate of the additional funding required. Surplus funding may be carried forward to the next program year, with Ministry approval.

If you have any questions, please contact SABC Finance & Program Planning by email at SABCFinance@gov.bc.ca.

Reporting deadlines and reminders

Institutions are required to report three times each fiscal year for Learning for Future Grants issued to their students. Reminder emails are sent to each institution's financial reporting contact(s) starting approximately four weeks before the reporting deadline.

The reporting deadlines for this implementation year will align with those for the Provincial Tuition Waiver Program but the reporting periods will be retrospective.

<i>Reporting Periods</i>	<i>Submission Deadlines</i>
October 1, 2023, to January 31, 2024	February 23, 2024
February 1, 2024, to June 30, 2024	July 19, 2024
July 1, 2024 to September 30, 2024	October 18, 2024
October 1, 2024 to January 31, 2025	February 21, 2025
February 1, 2025 to June 30, 2025	July 18, 2025

Report template

The report template/package is similar to the template for other block-funded programs. The report template includes policy information, instructions, a Financial Report (Table 1) and a Client Details listing (Table 2).

The completed report package & signature sheet is uploaded to the Provincial Tuition Waiver Program Institution Reporting SharePoint site. A separate folder under each institution, called **'Learning for Future Grant Reporting'**, has been created for that purpose.

Additional information regarding the PTWP SharePoint site is provided earlier in this guide, in the **Funding Information and Reporting Requirements** section for PTWP. If you have any questions, concerns, or have trouble accessing the Tuition Waiver Program Institution Reporting SharePoint site, please send an email to tuitionwaiver@gov.bc.ca.

T4As

Institutions are responsible for issuing T4As to students in receipt of Learning for Future Grant funds during the tax year.

INCOME TAX IMPLICATIONS AND OTHER SUPPORTS

INCOME TAX IMPLICATIONS

Institutions are responsible for issuing T4As to students setting out the amount of tuition and eligible fees waived and/or Learning for Future Grant issued during the tax year for the student.

Benefits received through the Provincial Tuition Waiver Program and Learning for Future Grant may be considered taxable income depending on the individual's circumstances:

- The benefits are treated as bursaries for taxation purposes and are reported on a T4A issued by the post-secondary institution. Canada Revenue Agency (CRA) offers a scholarship exemption, which allows eligible taxpayers to exclude all or part of the amounts they receive from scholarships, fellowships, or bursaries from their income. There is a "basic" scholarship exemption which exempts the first \$500 of total scholarships, fellowships, and bursaries. However, an exemption of more than \$500 may be permitted for students who meet certain criteria outlined by CRA.
- A full-time qualifying student (as defined by CRA) may exclude the full amount of a scholarship, fellowship or bursary from their income if the amount is received in connection with their enrolment in an educational program.
- A part-time qualifying student (as defined by CRA) may only exclude an amount equal to the tuition paid plus the costs of program-related materials. Program-related materials include items that are necessary for completing the course or program such as books, lab coats, brushes, paints, etc. It doesn't include items such as personal computers, generic software, or musical instruments. To determine what portion should be included as taxable income, the student should refer to the chart provided on the [CRA Scholarship Exemption – Part-time enrolment webpage](#).
- To better understand the tax implications and to ensure the student is correctly calculating the scholarship exemption based on their personal circumstances, they should refer to the CRA [Line 13010 – Taxable scholarships, fellowships, bursaries, and artists' project grants](#) webpage or seek personalized advice from a tax professional.

OTHER SUPPORTS

An individual approved for the Provincial Tuition Waiver Program may be eligible for other financial supports while completing their post-secondary studies. These include:

- If the individual is under the age of 27, they may be eligible for the [Ministry of Children and Family Development's Strengthening Abilities and Journeys of Empowerment \(SAJE\) Program](#). If they are not already connected to a social worker, they can use the SAJE phone line or email to receive information, assistance and be connected to the appropriate office or worker. The SAJE general phone line is 1-866- MCFD- 001 (1-866-623-3001) and the email address is MCF.SAJE@gov.bc.ca.
- An individual already on **social assistance or persons with disabilities funding** will need to speak to their social assistance worker to understand how Provincial Tuition Waiver Program or Learning for Future Grant funding will affect their benefits.
- The individual may be eligible for **student financial assistance through StudentAid BC**. They should visit [StudentAid BC](#) to learn more.
 - Full-time students should declare their tuition as a targeted resource on question 52a of the Student Financial Assistance application.
 - Part-time applicants should enter \$0.00 for tuition costs covered by the Provincial Tuition Waiver Program.
 - The Learning for Future Grant is exempt as a targeted resource.
- Youth Futures Education Fund <https://youthfutures.ca/>
- Additional resources may be found on [AgedOut.com](#)

TARGETED FUNDING FOR ON-CAMPUS SUPPORTS

Annual ministry funding is sent to each post-secondary institution to provide on campus supports for former children and youth in care attending their institution. The funding allocation is determined using a fixed base amount of \$10,000 plus a variable component based on the institution's proportion of prior year Provincial Tuition Waiver Program recipients. The funding is intended to be used to provide dedicated on-campus support to former youth in care through direct connection with institution staff, including guiding them to supports both on and off campus, and to help increase Provincial Tuition Waiver Program awareness.

A funding letter is sent to the institution's vice-president of finance by email in July of each year (with a copy sent to the institution's financial aid office) setting out the conditions and amount of funding for the current fiscal year.

The funds are forwarded to the institution through electronic funds transfer and may be combined with other amounts payable to the institution at the same time, in a single transfer. Any portion of the funds not used for the above purposes must be returned to the ministry unless a deferral to the next fiscal year is approved.

As a condition of the funding, institutions must have a representative regularly attend the [Campus Navigator Community of Practice](#) meetings facilitated by StudentAid BC.

If you have any questions, please contact SABC Finance at SABCFinance@gov.bc.ca.

Reporting deadline

For the 2023 funding, institutions are required to submit an annual report to the ministry no later than **May 31, 2024**, using the template provided by the ministry with the funding letter.

Report template

The report template requires the institution to provide:

- A financial summary of how the funding was spent,
- the name of institution representative(s) who regularly attend the Campus Navigator Community of Practice meetings,
- a detailed description(s) of strategies used to identify & support former youth in care on campus, and
- detailed description(s) of resulting outcomes for former youth in care since the funds were utilized.

CAMPUS NAVIGATOR COMMUNITY OF PRACTICE

The Campus Navigator Community of Practice, hosted by the Ministry, meets monthly via Microsoft Teams.

Representatives of the Campus Navigator Community of Practice participate in:

- Building relationships, collaborating, and resolving issues related to supporting former youth in care,
- Sharing knowledge and resources,
- Dialoging on best practices for supporting former youth in care to access post-secondary education, and to achieve positive learning outcomes.

To be added to the invite list and to receive meeting minutes and important program updates, please email tuitionwaiver@gov.bc.ca.