



ADULT UPGRADING GRANT

POLICY AND PROCEDURES MANUAL

2023-2024

INTRODUCTION

The Adult Upgrading Grant (AUG) provides financial support to learners enrolled in Adult Education programs. The grant is intended to support learners most in need with financial assistance for applicable fees, books, supplies unsubsidized childcare, transportation, and technology. Tuition fees for Adult Special Education may also be supported by the grant.

Each year, 18 public post-secondary institutions delivering Adult Education programs receive funding from the Ministry of Post-Secondary Education and Future Skills (the Ministry) to support the AUG. These institutions then allocate funding directly to learners in accordance with defined policies and procedures.

The *Policy and Procedures Manual* may be updated or amended by the Ministry at its sole discretion when necessary to provide the most up-to-date information.

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OVERVIEW OF ROLES

The Ministry is responsible for the following:

- Allocate funding to institutions in a timely manner.
- Ensure both Financial Aid Officers (FAOs) and Adult Education program administrators are made aware of allocations.
- Review reports submitted by institutions.
- Maintain documentation related to the program (i.e., application form, policy manual, reporting procedures) and communicate any changes on all AUG-related matters.
- Conduct AUG application audits.

Post-secondary institutions are responsible for the following:

- Ensure students who are enrolled, or are planning to enroll, in Adult Education are provided with program information related to the AUG and the process required to submit an application.
- Process AUG applications through the institution's Financial Aid Office.
- Assess and verify student eligibility.
- Allocate funding in accordance with policies and procedures described in this manual.
- Meet the Ministry's reporting requirements.
- Engage in cross-institution decision-making to ensure that AUG administration and allocation of funding to students aligns with provincial policies and priorities.
- Actively monitor the relevant policies for Adult Education programs as outlined in the Ministry's [Adult Education Policy Framework](#).
- Use the policies and definitions in the [Adult Education Policy Framework](#) to determine whether courses/programs are AUG-eligible.

Applicants are responsible for the following:

- Sign and submit an application for funding to their respective institution's Financial Aid Office.
- Provide documentation and records requested on the AUG application form and/or by the Financial Aid Office (e.g., immigration and income documents).

POLICY

In alignment with the Canada Student Financial Assistance Act, to be eligible for funding an applicant must be a Canadian citizen within the meaning of the Citizenship Act, or a permanent resident or Protected Person within the meaning of the Immigration and Refugee Protection Act.

PURPOSE

The AUG is a British Columbia provincial grant; therefore, applicants must meet provincial requirements.

PROCEDURE

The following applicants are eligible for the AUG:

1. Canadian citizens – these students will have a SIN starting with 1, 2, 3, 4, 5, 6 or 7.
2. Permanent residents/landed immigrants – these students will also have a SIN starting with 1, 2, 3, 4, 5, 6, or 7. They are also required to provide one of the following documents to confirm their immigration status:
 - a. Permanent Resident Card.
 - b. Record of Landing (IMM 1000).
 - c. Confirmation of Permanent Residence (IMM 5292, IMM 5509, or IMM 5688).
 - d. Permanent Resident Visa.
 - e. If an applicant is unable to provide any of the above documents, a letter issued from the Government of Canada confirming permanent residency and/or Protected Person status (see #3 below) may be accepted.
3. Protected Person Status – these applicants may receive funding while they have a SIN starting with a 9. Applicants must provide both of the following:
 - a. A copy of their SIN card showing an expiry date after their study end date.
 - b. One of the following documents that confirms their immigration status and is valid for the entire study period:
 - i. A copy of their Protected Persons Status Document.
 - ii. A copy of their Permanent Resident card.
 - iii. A formal letter or document from the Immigration and Refugee Board of Canada with a decision on their status.

Note: Landed immigrants who entered Canada under Investor and Entrepreneur programs are not eligible for the AUG (e.g., EN2-Federal, EN2- Québec, NV5-Federal, NV5- Québec). Where the FAO

deems necessary, they may request a Confirmation of Permanent Residence document to confirm immigration category. The [Government of Canada's List of Immigration Categories](#) is available online.

SECTION 2 RESIDENCY REQUIREMENT

POLICY

Applicants applying for the AUG must be residents of British Columbia.

PURPOSE

The AUG is only available to British Columbia residents.

PROCEDURE

For the purposes of the AUG, applicants are considered residents of British Columbia if they fall into one of the following three categories:

1. The student has lived in British Columbia since birth; or
2. British Columbia is the province where the student last lived for 12 consecutive months, as of the study start date; or
3. The student arrived in Canada (regardless of initial port of entry) as a permanent resident/landed immigrant or Protected Person/Convention refugee and has not lived in any other province outside British Columbia for 12 consecutive months.

SECTION 3 FINANCIAL NEED ASSESSMENT

POLICY

Applicants must demonstrate financial need by completing an AUG application and providing income documents as set out in 3.2: Acceptable Income Documents. Where applicable, spouse and parents must also provide income documents.

Any AUG contributions from the previous year that influenced an applicant's income (line 15000 of the income tax return) shall be deducted for the purposes of determining current year AUG eligibility.

To deduct the proper amount, FAOs must confirm the previous year's AUG award.

PURPOSE

This program was established to assist low-income students enrolled in Adult Education programs (see section 9 for description of "Adult Education programs").

PROCEDURE

3.1: AUG APPLICATION

Applicants must demonstrate financial need by completing an AUG application form. The application form must be completed in full, signed and dated. E-signatures are acceptable. Each section of the form must be completed unless it is not applicable. The application form will be assessed by the institution's Financial Aid Office to determine the amount of the AUG awarded or declined.

Applicants' income documents (as described in Section 3.2) must be assessed and verified by the Financial Aid Office when assessing eligibility.

3.2: ACCEPTABLE INCOME DOCUMENTS

FAOs must be able to establish genuine financial need based on the income information provided to them. FAOs have the discretion to decline a student's application if the student cannot provide income information that demonstrates their financial need.

Applicants will enter income amounts on the application form and provide income documents to prove that the amounts entered on the application are accurate.

The primary income document for AUG applications is the most recent Notice of Assessment (NOA) from the Canada Revenue Agency (CRA). If an applicant is unable to provide the NOA, FAOs may request other income documents. Acceptable income documents include, but are not limited to:

- Tax Forms:
 - T1 General Income Tax and Benefit Return
 - T4 Statements of Remuneration Paid
 - T5007 Statement of Benefits
 - T5 Statement of Investment Income
- Proof of income statement (option 'C' print) from CRA
- Record of Employment (ROE)
- Pay Stub
- Letter from employer(s) verifying income amount
- Bank Statements
- For landed immigrants who arrive in Canada less than 12 months before the start of classes, income may be verified by the income tax returns/assessments issued by the most recent jurisdiction of residence.
- In cases where extenuating circumstances prevent the applicant from providing proof of income, a letter of support from the following individuals familiar with the applicant's employment or financial situation may be acceptable:

- Doctor
- Counsellor
- Elder
- Current or Former Employer
- Outreach Worker/Immigration Sponsor
- A letter of support from other community leaders or professionals may also be acceptable. FAOs must exercise discretion when determining the acceptability of the source.
- In cases where providing proof of income presents a barrier for a student, a statement from the student explaining why they cannot provide proof of income may be acceptable. FAOs must be able to establish genuine financial need based on the information available.

NOTE: Employment income situated on a reserve is exempt from income tax under paragraph 81(1)(a) of the Income Tax Act and section 87 of the Indian Act. If a student's income is exempt from income tax, they do not have to include that income on the AUG application.

3.3 GROSS FAMILY INCOME LIMITS FOR AUG ELIGIBILITY

"Gross Family Income" (GFI) is defined as the amount of yearly income from working, plus income derived from assets including investments, businesses and property owned inside and outside of Canada, and monetary gifts. Section 3.4 explains whose income is included in the GFI calculation (e.g., the applicant, parent(s), and/or spouse).

The chart below indicates the GFI that applicants must be under to be eligible for the AUG. If the applicant's GFI exceeds the amount shown in the chart, the applicant does not qualify for the AUG.

Family Size*	Gross Family Income Limit
1	\$33,180
2	\$47,275
3	\$57,469
4	\$66,360
5	\$74,192
6	\$81,274
7 or more	\$87,785

* Section 3.5 explains how to determine Family Size.

Exceptions to the chart above may be considered at the discretion of the FAO. Exceptions might take place when the applicant and/or family income/assets were affected within the last 12 months by:

- Layoff or loss of employment.
- Unexpected reduction in income in the last 12 months (retirement does not qualify as an unforeseen circumstance).
- Strike or lockout.
- Medical illness/injury impacting employment income.

A detailed rationale from both the applicant and/or parent(s) (where applicable) must be submitted. The rationale should explain the reason(s) why the originally assessed income should be revised. Documentation to support these claims must be presented; a copy must be kept on record.

3.4 WHOSE INCOME IS INCLUDED IN GROSS FAMILY INCOME?

The chart below describes whose income is included in the GFI amount, depending on whether the student is dependent or independent (see Section 3.6 for how to determine whether a student is dependent or independent).

Each applicable person must enter their income amount on the application form and must provide income documents (as described in Section 3.2).

GFI for Dependent* Students	GFI for Independent* Students
<ul style="list-style-type: none">• GFI is based on parent/guardian income (when there are 2 parents/guardians, both incomes are combined).• The applicant is also required to provide income information (apart from any AUG contributions).• In the event that the applicant's income is greater than the combined parental income, GFI is based on applicant's income, and the applicant is considered a family of one (1).	<ul style="list-style-type: none">• GFI is based on the applicant's income.• If applicant is married or common-law, the spouse's income is also included.
Example: A dependent applicant enters their income (\$5,000) and their parents' income (\$10,000 per parent). The GFI is based on the parents' combined income (\$20,000).	Example: An independent applicant who is married has an income of \$5,000. Their spouse also has an income of \$5,000. The GFI is \$10,000.

* See Section 3.6 for how to determine if a student is dependent or independent.

3.5 DETERMINING FAMILY SIZE

The chart below describes how to determine family size. Applicants will list family members on page three (3) of the AUG application.

Family Size for Dependent* Students	Family Size for Independent* Students
<p>Where the combined parental income is higher than the applicant's income, family size includes:</p> <ul style="list-style-type: none">the applicant,the applicant's parent(s)/legal guardian(s), andthe parent/legal guardian(s) other dependents.† <p>Where the applicant's income is higher than the combined parental income, family size includes:</p> <ul style="list-style-type: none">the applicant is considered a family of one (1), and the applicant's income is used to determine the Gross Family Income.	<p>Family size includes:</p> <ul style="list-style-type: none">the applicant,the applicant's spouse (if applicable), andthe applicant's dependents† (if applicable).
<p>Example: A dependent applicant has an income of \$5,000 and their parents' combined income is \$20,000. The parents have 1 dependent† in addition to the applicant. Family size includes the applicant, parents, and parents' other dependent (Family Size of four (4)).</p>	<p>Example: An independent applicant is married and has one (1) dependent†. Family size includes the applicant, spouse, and dependent (Family Size of three (3)).</p>

* See Section 3.6 for how to determine if a student is dependent or independent

† See Section 3.7 for the definition of "dependents."

3.6 DEPENDENT VS. INDEPENDENT STUDENTS

The chart below describes how to determine if a student is dependent or independent.

Dependent Students	Independent Students
<p>The student is dependent if they are under the age of 22 and reside with their parent/legal guardian(s).</p>	<p>The student is independent if they:</p> <ul style="list-style-type: none">Are age 22 and over.Are under the age of 22 and do not reside with their parent/legal guardian(s).Are married or common-law on the first day of classes (common-law means they have cohabited with a person, in a marriage-like relationship, for a period of at least 12 consecutive months).Are divorced, separated, or widowed.Are a parent or have dependent(s) (see 3.7 for definition of "dependents").Have a Persons With Disability designation as determined by the Ministry of Social Development and Poverty Reduction.

3.7 DEFINITION OF “DEPENDENTS”

For AUG purposes, “dependents” are people, including children, for whom you receive the Canada Child Benefit, or for whom a benefit is claimed on your income tax return.

Dependents will be listed on page three (3) of the AUG application. Independent students will list their own dependents. For dependent students, the parent/legal guardian(s) will list any dependents additional to the applicant. (Section 3.6 describes how to determine if a student is dependent or independent.)

SECTION 4 INCOME ASSISTANCE RECIPIENTS

POLICY

It is the responsibility of applicants to declare their Income Assistance amount when providing financial information.

PURPOSE

Applicants must assume responsibility for ensuring that they adhere to policies established by agencies that are funding their living expenses.

PROCEDURE

Applicants are required to discuss this responsibility with their employment assistance worker as well as access the most up-to-date policies through the following URL:

<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/eligibility/education-and-training>

If a recipient of Income Assistance applies for the AUG, any income received by the applicant is counted toward their gross income on the AUG application. Applicants must submit proof of this income with their application. If a Notice of Assessment (NOA) is provided with the application, Income Assistance is included in Line 15000. If an NOA is not provided with the application, a T5007 Statement of Benefits or another appropriate document must be provided, as set out in section 3.2, Acceptable Forms of Income Information.

SECTION 5 STUDENTS RECEIVING FULL-TIME CANADA – B.C. INTEGRATED STUDENT LOANS

POLICY

Applicants who access a full-time Canada-B.C. integrated student loan should access the AUG only if they exceed a 100% course load.

PURPOSE

The Ministry avoids disproportionately supporting students enrolled in both Adult Education and post-secondary level programming.

PROCEDURE

Applicants approved for full-time Canada-B.C. integrated student loans who are taking a 100% course load and wish to take further developmental courses are eligible for the AUG for additional developmental courses (provided they meet other criteria).

Applicants approved for full-time Canada-B.C. integrated student loans who are enrolled in less than a 100% post-secondary course load and wish to enroll in Adult Education courses are not eligible for the AUG.

EXAMPLE: an applicant receiving a full-time Canada-B.C. integrated student loan who is enrolled in an 80% course load (four courses), would not be eligible for the AUG to support an additional Adult Education course. It is assumed that since the applicant is receiving a full-time student loan, the difference between their actual tuition/books should be sufficient to cover the additional course. If this same applicant was to enroll in two (2) additional Adult Education courses (in addition to the existing four (4) post-secondary courses), they would be eligible for the AUG for one (1) of these courses as they would now be enrolled in what is calculated to be in excess of a 100% course load.

SECTION 6 ACADEMIC PROGRESSION AND REAPPLICATION

POLICY

Students in Adult Basic Education (ABE) and English as a Second Language (ESL) programs are eligible to receive AUG funding to repeat a course once after failing or withdrawing from the course. Additional repeats with AUG funding are possible with the approval of the department head or dean.

This policy should be consistent with public post-secondary institutions' progression policies with respect to Adult Education courses.

PURPOSE

The Ministry supports students to successfully progress in their education and meet their training and employment goals. It is recognized that many students in Adult Education programs have complex life experiences and may need to repeat a course for a variety of reasons.

PROCEDURE

ABE and ESL students may access additional periods of the AUG funding to re-enroll in a course for which they received the AUG in the past but withdrew or failed the course.

Students cannot access the AUG to re-enroll in a course which they have successfully completed unless the re-enrollment is deemed necessary by the department dean or director for continued academic progression.

Adult Special Education students can be approved for funding for re-enrollment in cases where they obtained an unsuccessful grade or received an interim grade (i.e., student has not successfully mastered the course content but is making progress, and the instructor indicates that the student regularly attended classes, made progress on their previous attempt and requires more time to complete/pass the course). Approval for further funding is at the discretion of the FAO. The FAO may request the student provide documentation from the instructor regarding attendance and progress.

CHAPTER 2: INSTITUTION, PROGRAM AND COURSE ELIGIBILITY

SECTION 7 ELIGIBLE INSTITUTIONS

POLICY

The AUG is available to students attending British Columbia public post-secondary institutions that have been approved to administer the AUG.

PURPOSE

Access to the AUG is limited to institutions that meet the requirements for administering the AUG.

PROCEDURE

The following institutions participate in the AUG:

- British Columbia Institute of Technology
- Camosun College
- Capilano University
- College of New Caledonia
- College of the Rockies
- Coast Mountain College
- Douglas College
- Kwantlen Polytechnic University
- Langara College
- Native Education College
- Nicola Valley Institute of Technology
- North Island College
- Northern Lights College
- Okanagan College
- Selkirk College
- Thompson Rivers University
- University of the Fraser Valley
- Vancouver Community College
- Vancouver Island University

SECTION 8 INSTITUTIONS AND PARTNERSHIP AGREEMENTS

POLICY

The AUG is available to students attending Adult Education programs delivered through partnership agreements.

PURPOSE

Financial support is provided to eligible students attending community-based upgrading and Adult Education programs.

PROCEDURE

Students who attend an Adult Education course/program (see Section 9 for Eligible Courses and Programs) delivered through a partnership agreement between a public post-secondary institution

outlined in Section 7 and an Indigenous post-secondary institution, community organization, or not-for-profit organization are eligible for the AUG if they meet the following criteria:

1. Are registered at the public post-secondary institution and issued a student ID number by that institution;
2. Receive Adult Education course/program credit at the public post-secondary institution for their participation in the course/program delivered through the affiliation agreement; and,
3. Meet all other eligibility criteria outlined in Chapter 1 (Sections 1-6) of this manual.

SECTION 9 ELIGIBLE COURSES AND PROGRAMS

POLICY

Adult Education courses/programs are eligible. These include Adult Basic Education, English as a Second Language, and Adult Special Education.

PURPOSE

To determine if students are enrolled in an AUG eligible course/program.

PROCEDURE

The Financial Aid Office must ensure that AUG-eligible courses/programs do not contribute towards a post-secondary credential¹ and fall within one of the following program areas (please note that these descriptions are for the purposes of the AUG policy and are not intended to serve as program definitions):

1. Adult Basic Education (ABE): Tuition-free courses that provide adult learners with the skills and knowledge to access further education, training and employment. The courses may focus on literacy, numeracy, academic skills and career preparation.
2. English as a Second Language (ESL): Tuition-free courses designed to increase competencies in English for access to post-secondary education and the labour market.
3. Adult Special Education (ASE): Courses designed for individuals with cognitive disabilities or a combination of barriers to learning. ASE programs focus on literacy, numeracy and life skills, as well as job search and employment preparation.

Federal Language Instruction for Newcomers to Canada (LINC) programs, continuing education, personal interest/hobby, or 'discovery programs' are not eligible for funding under the AUG.

For more information on Adult Education policies and definitions, please see the [Adult Education Policy Framework](#).

¹ Post-secondary credential refers to an apprenticeship or trades certificate or diploma, a certificate at the post-secondary level (e.g., Health Care Assistant, Early Childhood Education, etc.), or a post-secondary diploma or degree.

POLICY

Direct educational and targeted barrier-reducing costs may be considered for funding for students demonstrating financial need and enrolled in eligible AUG courses.

PURPOSE

To provide financial assistance for direct program/course-related educational and targeted barrier-reducing costs to eligible students enrolled in the Adult Basic Education, Adult Special Education or English Language Learning.

PROCEDURE

These procedures should be used as a guideline. FAOs are expected to apply reasonable discretion and judgement to their decisions, ensuring that there is a rationale for whether certain expenses qualify as direct program/course-related costs. FAOs may wish to reference the StudentAid BC (SABC) Policy Manual² for further information, since the procedures for AUG generally align with those of SABC.

Allowable costs include:

- Tuition fees for Adult Special Education.
- Fees - including compulsory and other non-discretionary fees (including U-Pass, mandatory medical/dental fees, etc.).
- Books - textbooks and course packs.
- Supplies - standard course supplies, including special clothing (hard hat, steel-toed boots, lab coat), calculators, criminal record check for work placement, etc., at FAO discretion.
- Technology: personal computer, software and/or internet connectivity, totaling a maximum of \$500 per student per year.
 - Funding should be allocated when students have a demonstrated need for access to technology to complete their coursework.
 - Funding amounts should relate directly to educational needs (for example, if funding is provided for monthly internet connectivity, it should be aligned with the monthly cost of a basic internet plan, relative to the student's program timeline, up to \$500 per year).
- Transportation
 - Where a U-Pass or bus pass is available, no additional transportation support will be provided.

² The SABC Policy Manual can be found by navigating to the [SABC Website](#) and entering "policy manual" into the search box.

- Where supporting the use of a personal vehicle is necessary, the AUG covers only the cost of travel to and from program/course delivery location on days when the class is in session.
- Unsubsidized childcare (i.e., the portion of licensed childcare cost not covered by a childcare subsidy from other local, provincial or federal benefits).
 - Students must access [British Columbia's Affordable Child Care Benefit](#) prior to requesting childcare support from the AUG. If FAOs have questions or concerns regarding the amount of childcare support being requested, they may ask the student to provide a document verifying the amount they receive through the Affordable Child Care Benefit.
 - If a student has child care costs beyond what is covered by the benefit, FAOs are expected to apply their judgment to determine whether there is a reasonable explanation for why the cost of child care is above what the Child Care Benefit provides (for example, if a student is taking evening classes and child care is more expensive during that time, or if the child care options in the student's area cost more than what is provided by the benefit).

Examples of non-eligible costs:

- Institution's assessment and registration fees. AUG applicants are expected to be registered students at an institution before seeking financial support.
- Parking fees are not an eligible expense under the AUG.

SECTION 11 ALLOWABLE COSTS FOR INSTITUTIONS (ADMINISTRATION FEE)

POLICY

An allowance of up to 8% of the AUG funds allocated to institutions by the Ministry may be used to cover administrative costs associated with the AUG.

PURPOSE

To provide funds to assist with the cost of administering the AUG.

PROCEDURE

The institution is responsible for calculating the administrative allowance based on the AUG funds allocated to them by the Ministry during the program year (up to 8% of funds allocated for the current year). Institutions will not apply an allowance to surplus funds carried from one year into the next.

Institutions are required to report the exact administration fee expenditure at the end of each program year (see Section 15.2: Budget Report).

POLICY

Institutions may choose to bulk-purchase textbooks for Adult Education courses.

PURPOSE

To reduce the cost of textbooks purchased by the institution's AUG budget and to increase the availability of funds to eligible students enrolled in AUG-approved programs.

PROCEDURE

Financial Aid Offices are responsible for seeking approval from the Ministry for all bulk book purchases. Please contact the Ministry via email using the contact information on page two (2) if you are interested in making a bulk book purchase request. Allow a minimum of two (2) weeks for Ministry approval of a bulk book purchase.

Some Financial Aid Offices may use bulk book purchases to support a borrowing system (i.e., students return textbooks purchased with AUG funds for re-use by future AUG-eligible students). In this scenario, the Financial Aid Office is responsible for developing a working system to facilitate this process. To manage this service, the Financial Aid Office choosing this option may apply a service charge/handling fee of \$5.00 per transaction. This fee applies only to reused textbooks.

POLICY

The Ministry is responsible for allocating AUG funds in a lump sum at the beginning of the fiscal year (April 1 to March 31), after receiving each institution's final report for the previous fiscal year. Each institution's annual AUG allocation is an average of the institution's expenditures for the previous 3 years. The allocated budget is intended to be fully expended in the fiscal year.

PURPOSE

To allow institutions to adequately establish priorities for allocation of their AUG budget to students, and to provide opportunity for the Ministry to align funding with student demand.

PROCEDURE

The Ministry will contact institutions to request annual reporting on expenditures and surplus funds near the end of each fiscal year. The Ministry will determine each institution's funding amount based on the average of their expenditures for the previous 3 fiscal years, minus any surplus. A funding letter will be issued to an executive member of the institution with a copy sent to the Financial Aid Office.

The Ministry may reallocate funding during the program year based on program demand. Institutions can contact the Ministry via the contact information on page two (2) to request a "top-up" if all funds are expended during the year. Top-ups can be requested no later than January 31st of the current fiscal year.

Unused funds will carry over into the next fiscal year and be deducted from the institution's annual allocation amount.

The policy manual will be updated to reflect any revisions to funding levels and procedures.

SECTION 14 PROGRAM YEAR

POLICY

The AUG program year runs from April 1 to March 31.

PURPOSE

To align the AUG program year with the government and the post-secondary system fiscal year cycle.

PROCEDURE

Funding will be allocated at the beginning of the fiscal year, and it is intended to be fully expended by March 31. All reporting requirements for the program will follow the same fiscal cycle (see Section 15: Reporting Requirements).

POLICY

Institutions are required to report AUG activity once a year.

The Expenditure Report is a requirement as outlined in the Institutional Reporting Requirements list, available via the link at the bottom of this webpage: <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>.

Institutions are required to submit the Expenditure Report and Budget Report by the dates outlined below.

Failing to submit either the Expenditure Report or Budget Report will result in delay of payment to the institution.

PURPOSE

Detailed information regarding institutional allocations and expenditures will assist the Ministry in demonstrating the impact of the program across participating institutions, as well as ensure that institutions are reporting consistently and allocating funding in accordance with the *Policy and Procedures Manual*.

PROCEDURE

The Ministry requires institutions to submit two (2) annual reports: the Expenditure Report and the Budget Report. The Ministry requires these reports to be submitted once per year on the date specified below.

NOTE: The Ministry has the authority to perform random audits at any time.

15.1: EXPENDITURE REPORT

Report Content: AUG expenditures by learner, program type, and expenditure type.

Reporting Period: April 1, 2022, to March 31, 2023.

Due Date: April 17, 2023.

Fields for reporting:

- Student ID Number
- Student PEN Number
- Indigenous Self-Identification
- Course Type (ABE, ESL, ASE)
- Tuition Compensation for ASE

- Fees (including U-Pass)
- Books
- Transportation
- Childcare
- Technology
- Supplies

The Ministry will provide report templates and submission instructions to FAOs by email in advance of the reporting deadline. The reports should be submitted via SharePoint or, if unavailable, a password-protected file via email. Access to the SharePoint site will require a BCeID. The Ministry will send the SharePoint link directly to FAOs.

The Ministry recognizes that some institutions have existing electronic record keeping practices. This electronic reporting system is not intended to replace an institution's existing system or result in dual data entry. The Ministry recognizes that some institutions will engage in a continuous entry process and others will engage in an upload process at set intervals. In either event, the Ministry requires standardized Expenditure Reports to be submitted only once per year on the date specified in this Policy Manual.

15.2: BUDGET REPORTS

Report Content: Total expenditures and surplus/deficit.

Reporting period: April 1, 2022 to March 31, 2023.

Due Date: April 17, 2023.

Fields for reporting:

- Exact total expenditures allocated to learners
- Exact total amount of administration fees
- Exact total amount of any unspent funds or deficit

The Ministry will provide report templates and submission instructions to FAOs by email in advance of the reporting deadline. Budget Reports should be submitted via email using the contact info on page two (2). E-signatures are acceptable.

SECTION 16 ADMINISTRATION – T4A

POLICY

Institutions are responsible for issuing T4As to students in receipt of the AUG for combined yearly award amounts totaling more than \$499 (per calendar year).

PURPOSE

To ensure adherence to federal and provincial income tax regulations.

PROCEDURE

Institutions will issue T4As to students in receipt of the AUG for combined yearly award amounts totaling more than \$499 (per calendar year).

SECTION 17 – ADMINISTRATION – STORAGE OF PROCESSED APPLICATIONS**POLICY**

Institutions are responsible for retaining processed AUG applications in a manner that aligns with the institution's records retention & disposal schedule.

PURPOSE

To ensure adherence to the British Columbia Freedom of Information and Protection of Privacy Act.

PROCEDURE

Institutions will retain and dispose of processed AUG applications in a manner that aligns with the institution's records retention and disposal schedule.