



# 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 domestic tuition and eligible fee waiver to current and former children or youth in care attending eligible B.C. post-secondary or union-based 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).

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*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.*

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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.

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*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.*

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The Provincial Tuition Waiver Program does not currently cover:

- Masters, PhD, or post-graduate courses or programs.
- Aviation courses and programs (i.e. pilot training, helicopter pilot training)
- Adult Basic Education or Accessible Education and Training 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 Training Society	Pile Drivers, Divers, Bridge, Dock & Warf Builders Local 2404
Finishing Trades Institute of BC (D.C. 38 Joint Trade Society)	UA Piping Industry College of British Columbia
Electrical Joint Training Committee	Sheet Metal Industry Training Centre
Floorlayers Union Local 1541	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](mailto: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.

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***\*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 left 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.

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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](mailto: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.

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*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](mailto:tuitionwaiver@gov.bc.ca) with the information.*

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## EXCEPTIONS

StudentAid BC has discretion on a case-by-case basis to approve exceptions to standard Provincial Tuition Waiver Program eligibility criteria related to time in care, legal status, or in a comparable agreement under Indigenous Law through a review of exceptional circumstances.

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.

To be considered for a review of exceptional circumstances, an individual must either submit their Provincial Tuition Waiver application through an eligible educational institute, or submit an application for an eligibility check to [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca). Once the application outcome is received, a request for a review of exceptional circumstances may be submitted to [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca).

For more information on review categories, please visit the [StudentAid BC](#) website.

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*Note: Exceptions **cannot** be granted for applicants who wish to study at post-secondary institutions other than those identified as eligible.*

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## Costs Covered by a Tuition Waiver

All domestic 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.

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*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.*

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## 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** Graduation Application Fees	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.

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*Costs not billed directly by the institution to the student may be requested for approval of reimbursement by contacting [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca).*

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A student's tuition waiver covers study-abroad and field school options **if** the tuition and fees are paid directly to the eligible post-secondary institution and applied to credits earned at that institution. Travel and living expenses for 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 during the same fiscal year (April 1 – March 31) if the tuition and fee invoice date falls after PTWP eligibility criteria are met.

NOTE: Reimbursement of tuition previously paid by the student must be arranged between the institution and the student

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*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.*

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## 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](mailto: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](mailto: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
- Estimated Cost
- 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](mailto: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:

- Winter 2025: by February 21, 2025
- Summer 2025: by July 18, 2025
- Fall 2025: by October 17, 2025

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*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](mailto:tuitionwaiver@gov.bc.ca) with the information.*

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## 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](mailto: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](mailto: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](mailto: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, for students who meet the eligibility requirements of the Provincial Tuition Waiver Program 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.

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*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.*

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## 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](mailto: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](mailto: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.
- For courses or programs spanning two program years, a student is eligible to receive two Learning for Future Grants (one per program year) if the course or program duration is a minimum of six weeks, or 35 tuition hours, in each of the two program years.
  - **For example:** Program begins June 16, 2025, and ends September 12, 2025. The course length is greater than the 6 weeks minimum in the 2024/25 Program Year (June 16 – July 31) and greater than 6 weeks in the 2025/26 Program Year (August 1 – September 12), resulting in eligibility for two Learning for Future Grants (one for each 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.

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*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.*

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## 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](mailto: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, 2024 to January 31, 2025	February 21, 2025
February 1, 2025 to May 31, 2025	June 20, 2025
June 1 – September 30, 2025	October 17, 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](mailto: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 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](mailto:MCF.SAJE@gov.bc.ca).
- If you were born on or after January 1, 2006, are at least 17 years old and no older than 36 years of age, and were in care for at least 12 months before you turned 19 years of age you may meet the eligibility criteria for the [Learning Fund for Young Adults](#) offered by Ministry of Children and Family Development.
- 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

As part of the Provincial Tuition Waiver Program (PTWP) expansion in August 2023, the ministry introduced a total annual funding allocation of \$500K for post-secondary institutions to enhance on-campus supports for current and former children or youth in care (CFCYIC). As a requirement to receive this funding, institutions must submit an annual report to the ministry outlining details about how the funding was spent and the resulting outcomes for CFCYIC.

The first disbursement of funding, for the 2023-24 program year, resulted in some notable achievements, and revealed some themes and challenges. The challenges identified are related to (1) identifying and implementing funding uses, and (2) establishing relevant reporting metrics and outcomes. The information below is intended to provide additional guidance on spending and reporting to assist PSIs overcome these challenges.

### **Funding uses:**

The initial instructions contained in the PSI funding letter noted the funding was “intended to increase PTWP uptake and provide dedicated support to FYIC through direct connection with institution personnel, including guiding them to supports both on and off campus”. The following supplemental information provides additional detail regarding eligible funding uses:

#### Staffing

Supplement existing positions to increase contact hours between staff and students resulting in more on-campus direct support, and conduct outreach within the post-secondary institution and the broader community.

Creating new positions such as:

- assistants to Financial Aid Officers (FAOs), allowing the FAOs to dedicate more time working with PTWP-eligible CFCYIC as subject matter experts
- ‘navigator’ positions to support students on campus more generally

#### PTWP eligible students only

- Some activities that PTWP funded positions may focus on include supporting PTWP-eligible students while also connecting them with academic and community resources, such as:
  - Regularly connecting with students to check-in and offer support (as long as the student does not request otherwise);
  - Planning and hosting events students on-campus;
  - Developing institutional best practices and resources for students.
- Hosting outreach events on-campus such as welcome events at the beginning of term, along with movie nights, working lunches, or holiday meals to foster a sense of inclusion and create spaces conducive to sharing knowledge;
- Covering relevant workshop costs for PTWP-eligible students and/or institution staff (eg., on financial literacy for students or trauma informed practice for staff).



#### All CFCYIC/broader audiences for program promotion

- Some activities that PTWP funded positions may target the larger CFCYIC population on- and off-campus, and include but are not limited to:
  - Supporting student inquiries and applications for the PTWP;
  - Staffing off-campus outreach activities to raise awareness of the program in the wider community
- Developing resource materials to raise awareness or publicize details of the PTWP (such as surveys, web content, or print materials distributed on campus or in the wider community).
- Enhancing on-campus environments and spaces for CFCYIC to connect.

#### Transportation

Where transportation is a barrier for students to attend outreach events, this funding can also be used to:

- Reimburse staff mileage to provide transportation support,
- Provide bus tickets for public transportation, or
- Provide a gas voucher, such as a gift card to a local gas station.

#### Additional guidance

- Ensure if funding is going toward staff salaries, the position is either new or the funding enables existing staff to devote more contact hours to supporting PTWP-eligible CFCYIC or performing program outreach; it should not be used to fund an existing position in a capacity that does not enhance support for PTWP- eligible CFCYIC or outreach and program promotion for the PTWP; nor should it be used to purchase office equipment for staff.
- While welcome/tote bags are an option, the contents should be relevant to education needs, practical and informative; funding should not be used to purchase prizes or gift cards (other than gas as mentioned above).
- Funding uses should be primarily focused to support the PTWP and/or PTWP-eligible students
  - An exception to this is for activities and events intended to promote the PTWP to CFCYIC who are not currently attending post-secondary. Examples of activities that may have a broader audience than PTWP eligible students include, but are not limited to, attending community events, high school outreach, and information sessions held on-or-off campus.
- Funding uses should have a demonstrable impact on current or potential PTWP students.

Please contact ministry staff via email at [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca) if further clarification or support is needed.

#### **Reporting:**

The reporting template required institutions to provide information in 3 areas:

1. Name(s) of institution representative(s) who regularly attend the Campus Navigator Community of Practice (CN CoP) meetings.
2. Description(s) of specific strategies used to identify and support FYIC on-campus.

3. Description(s) of outcome(s) for FYIC since the implementation of the funding, citing a quantitative metric where available to demonstrate the outcome(s).

For #3, institutions were given flexibility over which outcomes and metrics to include in the report, based on individual circumstances and the strategies undertaken. Given the range of responses received, additional direction is provided below to ensure the outcomes included in future reports can be clearly measured and directly attributed to the use of the funding.

When identifying measurable outcomes to include in the report, the following three principles need to be met:

1. There must be reasonable rationale for including an outcome – the outcome must be attributable specifically to the funding;
2. The outcome must be measurable in some way
  - Quantitative metrics are most immediately aligned to this requirement, but qualitative metrics may be used if the impact of the funding can be reasonably demonstrated;
3. The outcome must be measurable within the reporting period.

Taken together, these principles support a variety of potential outcomes already identified by institutions, including:

- The number of students who applied to the PTWP *as a direct result of* outreach efforts supported by the funding;
- The number of students attending an outreach event;
- The number of contact hours between institution personnel and students;
- Increased sense of inclusion or community, as expressed by students;
- Tracked success in connecting students to supports outside the institution (e.g. housing, counselling, additional financial resources etc);
- Number of positions dedicated to outreach, program admin support, and FYIC;
- Number and type of new processes, initiatives, programs, etc., implemented to support FYIC and/or the PTWP.

In general, most outcomes can meet these principles if sufficient details and framing are provided; however, some outcomes reported in 2023/24 (such as an increase in overall PTWP uptake) will need to be removed from future reporting if they can't be specifically tied to the use of the funding. For the third principle specifically, it's also important to ensure you have enough time to collect the necessary data.

While this document aims to provide additional resources for developing funding uses and reporting on their impact, it is not exhaustive. If you have any questions about funding uses or how to revise reporting on outcomes, please do not hesitate to contact the ministry at [tuitionwaiver@gov.bc.ca](mailto:tuitionwaiver@gov.bc.ca), or raise the issue at a CN CoP meeting.

## 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](mailto:tuitionwaiver@gov.bc.ca).