

**STUDENT PROCEDURES
FOR USE OF PASSPORT TO EDUCATION AWARDS, AND
PROVINCIAL AND DISTRICT SCHOLARSHIP AWARDS
FOR APPROVED APPRENTICESHIP PROGRAMS AND TRADES TRAINING COURSES**

Apprenticeship Program and Trades Training Course Eligibility

Passport to Education stamps, Provincial and District scholarship awards may be used to pay for tuition fees for Apprenticeship Programs, Entry Level Trades Training Programs and Foundation Industry Training Programs offered by designated post-secondary institutions. These are restricted to programs offered by public post-secondary institutions, and a limited number of other training providers who have been designated (approved) by the Industry Training Authority (ITA) to deliver specific programs.

Note that the institutions may or may not be registered with or accredited by the Private Career Training Institutions Agency (PCTIA) of BC. Some institutions which fall outside of the regulation of PCTIA have been ITA approved, and specific programs they offer qualify for redemption of awards.

Not all trades training programs offered in BC qualify; therefore it is important for students who wish to apply financial awards to apprenticeship and trades training courses to determine in advance whether or not they are enrolling in an eligible program.

The Industry Training Authority maintains an up-to-date list of eligible training institutions, as well as the specific courses they are designated to deliver. In the case of programs or courses with multiple levels (such as apprenticeship technical training courses), designation is specific for each level. In other words, an institution may not necessarily be designated to deliver all levels of a program.

Verifying That You Can Redeem Passport To Education Awards and/or Provincial and District Scholarship Awards For Your Course:

1. View the list of designated BC institutions on the BC Ministry of Advanced Education Student Services website: www.aved.gov.bc.ca/studentsservices. Click on the “designated schools lookup” icon to find the training institution.
 - o If it is on the list, proceed to the Redeeming Your Passport Award section. *If you do not find the institution on the advanced education list*
2. View the list of additional approved training providers on the ITA website: www.itabc.ca.
 - o If the training institution and course is on the approved list, proceed to the Redeeming Your Passport Award section.

Redeeming Your Passport Award

- Verify that the program or course you are enrolling in is eligible;
- Register for the course and pay your tuition;
- Complete the Passport to Education Redemption Form (available on the BC Ministry of Education Awards website: www.bced.gov.bc.ca/awards) and attach the following:
 - o Proof of Registration (*must include name of program and start date*)
 - o Receipt for Payment of Tuition (or account balance summary)
 - o Original Passport to Education Booklet and/or Declaration of Lost Stamps form.
- Mail the Passport Award, redemption form, proof of registration and tuition receipt to:
**Ministry of Education, Awards Program
PO Box 9886, STN PROV GOVT,
Victoria BC V8W 9T6**
- A cheque for the award amount will be mailed directly to you in approximately 6 to 8 weeks.

Redeeming Provincial or District Scholarship Awards

- Verify (as above) that the program or course you are enrolling in is eligible by searching the designated schools lookup list on the advanced education website and the ITA approved institutions list from the ITA website;
- Register for the course and pay your tuition;
- Have the approved institution you are attending complete the back of the voucher;
- Make sure your Social Insurance Number is on the voucher in the space provided;
- Mail the voucher directly to the Ministry of Education to the address provided on the voucher;
- A check for the award amount will be mailed directly to you in approximately 6 to 8 weeks.