

## STUDENT INFORMATION

### PROCEDURES FOR REDEMPTION OF THE PASSPORT TO EDUCATION AWARD

Website: [www.gov.bc.ca/scholarshipsprogram](http://www.gov.bc.ca/scholarshipsprogram)

Passport to Education stamps are used to assist students in paying for tuition fees under the following requirements:

- a) Students must be registered, attending and have paid tuition in a program at an accredited and designated (approved for Canada Student Loans by the Ministry of Advanced Education) post-secondary institution. Some institutions may be outside British Columbia. If a student is unsure about the designation status of an institution, they should check the website: [studentaidbc.ca/apply/designated](http://studentaidbc.ca/apply/designated) at the "Search for Designated Schools" link. If the institution is not designated a student can request possible designation by completing the form at the bottom of the database and sending it to the address provided on the form.
- b) Enrolment must be in a post-secondary or job-training program. A qualifying educational program or course should last at least three consecutive weeks, and requires a student to spend no less than 10 hours per week on courses or work in the program. **A one-day course is not an acceptable program.** Passport to Education 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 by the Industry Training Authority (ITA) to deliver specific programs. **To verify if you can redeem a Passport to Education award for a particular Apprenticeship program, first check the Designated Schools list at the website above. If you do not find the institution on this database, check the ITA website at [www.itabc.ca](http://www.itabc.ca) for additional approved training providers.**
- c) The Passport to Education award must be used to help pay for tuition that is equal to or greater than the amount of the award.

As of the 2004/2005 school year, all Passport to Education stamps **expire five years from September 30<sup>th</sup> of a student's expected graduating year.** If a stamp(s) shows an expiry date of June 30<sup>th</sup>, a student will have until **September 30<sup>th</sup> of that same year to redeem their award.** The applicable redemption period is the one in effect at the time the student redeems his/her award.

#### Attending a BC Post-Secondary Institution:

- Institution must be accredited and designated (approved for Canada Student Loans) by Ministry of Advanced Education in British Columbia. (Check the website: [studentaidbc.ca/apply/designated](http://studentaidbc.ca/apply/designated).)
- Student hands in Passport booklet to institution at time of registration.
- Institution deducts the total Passport award amount from tuition fees and invoices the Ministry for amount of stamps.
- If student has already paid tuition, the student should complete the redemption form (over) and send it with the Passport to Education booklet (stamps affixed), SIN, proof of registration (stamp in back of booklet OR a letter on the institution's letterhead stating the program start date), and proof of tuition fees paid (or a large portion paid), to **Provincial Scholarships Program, Ministry of Education, PO Box 9886 STN PROV GOVT, Victoria BC V8W 9T6.** A cheque will be mailed directly to the student.

**Note:** Most major BC post-secondary institutions will follow the invoice process above, however, some institutions may choose not to. If an institution does not choose the invoice process please follow the instructions below.

#### Attending a Post-Secondary Institution outside BC:

- Institution must be accredited and designated (approved for Canada Student Loans) by Ministry of Advanced Education in British Columbia. (Check the website: [studentaidbc.ca/apply/designated](http://studentaidbc.ca/apply/designated).)
- Obtain proof of registration by having the back of the booklet stamped and signed, **OR** attaching a letter on the institution's letterhead stating the program and start date. The student must be currently registered, attending and paid some tuition.
- Obtain proof of payment of tuition fees paid in at least the amount of the award, by way of a receipt or account balance summary.
- The student completes the redemption form (over) and sends it with the Passport to Education booklet (stamps affixed), SIN, proof of registration and proof of tuition fees paid, to **Provincial Scholarships Program, Ministry of Education, PO Box 9886 STN PROV GOVT, Victoria, BC V8W 9T6.** A cheque will be mailed directly to the student.

**NOTE:** If a student has already completed their post-secondary schooling at a designated post-secondary institution and **their Passport award has not yet expired**, they can still redeem the award by sending it with proof of completion (transcript or completion certificate) of the program or course, their SIN and current address, to the Provincial Scholarships Program, **before the passport expires.**

#### LOST/DESTROYED PASSPORTS:

- Report the lost/destroyed Passport award to the (student's) high school.
- The school will send a request form to the Ministry of Education, stating the student's name, PEN, and the year, grade and serial number of each lost stamp. A \$25.00 administration fee paid by cheque (Minister of Finance), money order, VISA or MasterCard must accompany the request form before a "Declaration" (replacement) will be produced.
- The Ministry of Education will send a "Declaration of Lost Stamps" formal letter to the school Principal for signature.
- The school will give the original "Declaration" letter to the student who will complete it and use it as the replacement for the lost/destroyed Passport booklet/stamps. The "Declaration" must be redeemed in the same manner as above.