

## Application form: Pacific Leaders Scholarships for Public Service Employees

The BC Public Service recognizes and encourages high achievement. Dedicated employees can receive scholarship support to build rewarding careers. If approved, employees may access up to a maximum of:

- \$5,000 per year for certificate, diploma and undergraduate (bachelor's) degree programs
- \$7,500 per year for post-graduate (master's or Juris Doctor) or doctorate (PhD) degree programs

The scholarship can be used for tuition and books in areas aligning with government's current and future skill needs. Successful applicants must commit to a [return of service](#).

For complete program details visit the [Pacific Leaders Scholarships program page](#) on Careers & MyHR.

### Program conditions

- You must be a regular employee of an [eligible employer](#) and completed your initial probationary period in the BC Public Service
- Your program of study must evaluate your coursework using graded tools (exams or papers) and must result in a certificate, diploma or degree at a [designated post-secondary institution](#)
- You are at minimum, achieving expectations in your current role and your intended study plans must be described in your current Performance Development platform (or your organization's current equivalent)
- Your career goals must be determined to be consistent with the current or future needs of government by your supervisor

### Instructions and information

Read the instructions and conditions carefully. Complete every step and obtain your supervisor's approval for this application. This form and associated documents must be completed and signed digitally on your computer.

1. Complete Sections 1, 2 and 4 on page 3 of this form and:
  - Write a dated and signed letter indicating how the program of study supports your career development in the BC Public Service in 500 words maximum
  - Provide a dated and signed letter of support from your current supervisor (see guide for supervisor letters below)
  - Sign your fully completed application form
  - Keep a copy of your completed application package for your records
2. Forward your completed application package to your supervisor, who must:
  - Review your application package
  - Confirm scholarship funding is provided by your ministry or organization
  - Confirm you are at minimum, achieving expectations in your current role
  - Confirm your requested program of study is consistent with your career path as discussed within your current Performance Development platform (or your organization's current equivalent)
  - Confirm the requested program of study is consistent with BC Public Service goals
  - Sign Section 5 of the application form and return it to you for submission
3. Save all application documents in one PDF, and email your completed application package to [PacificLeadersEmployeeScholarships@gov.bc.ca](mailto:PacificLeadersEmployeeScholarships@gov.bc.ca)

Late applications are not accepted. Application packages must be received by:

- January 31 for spring and summer semesters

- May 31 for fall semester
- September 30 for winter semester

Only one scholarship can be approved every 365 days. Overlapping scholarships are not permitted.

Approval notifications are issued six weeks after the application deadline. You will be contacted if your application is denied.

If approved:

4. Ensure progress in your program of study is part of your ongoing performance management conversations
5. Once your program of study is complete, you must provide proof of a passing grade to your [ministry contact](#), otherwise your ministry may require repayment in full. Review the [rules about academic transcripts and grades](#) for more information.

## Guide for supervisor letters

Supervisor letters of recommendation are a vital part of assessing an applicant's suitability for a scholarship. Letters must be 500 words maximum, dated and signed. If this is a renewal application, an updated letter is required. Your evaluation of the applicant could include the following factors:

- Capacity/readiness
  - Extent of motivation to engage in a program of study
  - Potential for growth, professional development and career momentum
- Leadership
  - Degree of demonstration of leadership capabilities
  - Extent of ability to act as a change agent in the workplace
- Commitment
  - Extent of your support for this applicant
  - Likelihood of the BC Public Service continuing as the employer of choice for applicant

Please comment on as many of these factors as you can. Be as specific as possible.

## Final checklist for applicant

Prior to submission, ensure you have met any internal pre-screening requirements from your organization. The final application package must include each of the four following documents before it can be considered for approval:

1. Completed and signed application form for the current intake
2. Dated letter written and signed by you supporting your application
3. Dated letter written and signed by your supervisor within the last three months supporting your application. If your supervisor is different than the signatory on your application form, refer to the [instructions](#) on Careers & MyHR
4. For a renewal application, you must also submit at least one of the following:
  - A copy of an eligible transcript (listing your name, educational institution, dates and marks) demonstrating achievement of the minimum grade requirement in each scholarship-funded course to date
  - Confirmation from your ministry you repaid any funds owed for failing to meet the minimum grade requirement or for withdrawing from any courses for which you were reimbursed
  - Confirmation from your ministry you did not submit claims for reimbursement on your last approved scholarship year (if you do not have a transcript or grades to provide from that time). See the application for further details.

## Contact information

Communications, Learning and Engagement, BC Public Service Agency | Email: [PacificLeadersEmployeeScholarships@gov.bc.ca](mailto:PacificLeadersEmployeeScholarships@gov.bc.ca)

Please fill out this form digitally on your computer

**New Application**

- First-time applicant
- Has never received approval for Pacific Leaders Scholarships funding for any program in the past

**Renewal Application**

- Has received approval for Pacific Leaders Scholarships funding for a program in the past
- Transcript is required, see page 2 for details

**Freedom of Information and Protection of Privacy Act (FOIPPA)**

The personal information requested on this form is required to process your application for the Scholarship for Public Servants. This information is collected in accordance with FOIPPA. Questions about the collection or use of this information can be directed to the Program Administrator, Communications, Learning and Engagement - PO Box 9110 Stn Prov Govt, Victoria BC V8W 9B1.

**Section 1: Applicant and employer information**

(Review [eligibility criteria](#) on Careers & MyHR)

Last name	First name	Middle initial	Employee ID
Full ministry name (indicate base Ministry if on a Temporary Assignment)		Branch name	
Job title		Email address	
Work mailing address (use PO Box, if applicable)		City	Province
		Postal code	

**Section 2: Program and post-secondary institution information**

(Review [eligibility criteria](#) on Careers & MyHR)

<b>Program type</b>	Certificate	Diploma	Bachelor degree	CPA-PEP	Masters/Juris Doctor degree	Doctorate degree (PhD)
Applicant must ensure program courses result in grades. Programs that indicate attendance or completion only are not eligible.						
Full program name			Name of post-secondary institution (Must be designated by StudentAid BC to be eligible)			
Institution mailing address			City	Province/Country	Postal code	
Annual estimated cost of tuition for scholarship year (CAD)		Annual estimated cost of books for scholarship year (CAD)		Are you in receipt of any other scholarships? Yes No		

**Section 3: Return of service**

(Review [guidelines](#) on Careers & MyHR)

- For each 12 month period a scholarship is provided, all applicants must agree to one year of return of service to the BC Public Service, plus one additional year upon completion of the final scholarship year
- If scholarship recipients leave the BC Public Service prior to the completion of the return of service commitment, they must refund the cost of scholarship funding received, pro-rated to the time remaining in the return of service commitment

Intake	Scholarship year		Return of service commitment	
Applications are accepted for consideration three times per year (January, May, September)  This application is for the <b>May 31, 2024</b> intake	Your scholarship year is based on the intake period in which you apply. It is the same for everyone in that intake, regardless of when your courses begin or end. The first day of your scholarship year is the earliest date your courses can begin.		The start of your return of service is the day after the end date of your scholarship year. The end of your return of service is calculated by adding two years to your scholarship year's end date.	
	Start Date	End Date	Start Date	End Date
<input checked="" type="checkbox"/> <b>May 2024</b>	<b>September 1, 2024</b>	<b>August 31, 2025</b>	<b>September 1, 2025</b>	<b>August 31, 2027</b>

**Section 4 - Applicant declaration (please read carefully then sign below)**

My signature below confirms each of the following:

- I wish to be considered for the Pacific Leaders Scholarships for Public Service Employees Program for a 12 month scholarship year
- I agree to the return of service commitment as described in Section 3 (above) and further detailed on [Careers & MyHR](#)
- I meet individual eligibility requirements and have completed my initial probationary period as described on [Careers & MyHR](#)
- Every course in my requested program of study includes graded exams, tests or assignments and results in a final grade that is reflected on an academic transcript
- At the end of my scholarship year I will provide that transcript to my organization and understand if I have not achieved a minimum grade of 60% or withdraw from a reimbursed course, I must repay the funds
- My requested program of study results in a certificate, diploma or degree at the [designated](#) institution listed in Section 2 (above) or in a CPA designation by CPA BC
- This application package is complete and accurate in every detail and I understand that withholding relevant data or providing false or misleading data during the application process will be grounds for the Government of British Columbia to take appropriate action
- I understand that all information provided in this application package is subject to audit and verification, and I consent to the exchange of information between the BC Public Service Agency, provincial organizations and my educational institution and its financial aid office
- I agree to allow my name, photograph and study plans to be released publicly if I receive a scholarship

Applicant signature	Name	Phone number.	Date signed (YYYY/MM/DD)
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**Section 5 - Supervisor declaration (please read carefully then sign below)**

I support the above-named applicant for the Pacific Leaders Scholarships for Public Service Employees Program and confirm that:

- My organization supports this request and agrees to fund the employee's scholarship for a 12 month period if this application is approved
- This employee is at minimum, achieving expectations in their current role
- The requested training is consistent with the employee's career path and is described in the employee's current Performance Development platform (or my organization's equivalent)
- The requested training is consistent with the goals of the BC Public Service

Supervisor signature	Name	Phone number	Date signed (YYYY/MM/DD)
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