

Instructions for Reporting Conditional Recipients —District/Authority Scholarship (due June 30, 2024)

Thank you for your work to support students through scholarships!

Please follow the detailed instructions below to avoid data transfer errors which cause delays for students anticipating their vouchers.

1. Confirm the number of [scholarships allocated to your district, and to independent schools through FISA](#).
2. Save the [reporting template \(Excel\)](#).
 - The Provincial Scholarships Program team has password protected this template and will share that password with district and FISA scholarship administrators in a subsequent email.
3. Notice there are eight columns in the template.
 - i. Personal Education Number (PEN)
 - ii. Student Legal Last Name
 - iii. Student Legal First Name
 - iv. Student Email Address
 - v. Student Date of Birth
 - vi. School Name
 - vii. Citizen or Permanent Resident
 - viii. Area of Achievement
4. Double check student data (including citizenship or permanent residency status) is up to date in MyEducation BC (MyEd) or your student information system (SIS).
5. Enter data for each student into the spreadsheet.
 - ✓ Fill in all columns for each student.
 - ✗ Do not add additional information.
You may include notes to the Provincial Scholarships Program team in the body of your email.
6. Submit your complete, password protected spreadsheet to scholarships@gov.bc.ca by June 30, 2024.

Tip for MyEd users

- Consider pulling data from MyEd to help avoid common errors.
 - Create a custom field set using the eight column headers in step #3, retaining the same order.
 - Select and display your conditional recipients.
 - Verify data is complete and correct in all eight columns.
 - Extract field set data to an Excel file.
 - Copy/paste the field set data into the Ministry template.
- If you need assistance with MyEd, your school or district MyEd contact is available to help.

District/Authority Scholarship 2023/24

7. Provide the required [conditional recipient notification letter \(PDF\)](#) to your selected students.
 - This notice includes important information about eligibility requirements, when to expect a scholarship voucher (November), and requirements for redeeming vouchers (e.g., tuition paid at a post-secondary institution that is designated by the Province of B.C. (i.e., approved for Canada Student Loans) or a program provider that is approved by the Industry Training Authority).
8. Consider preparing a short list of runners-up in case any of your conditional recipients do not satisfy [core eligibility requirements](#) by August 31 (in which case the Provincial Scholarships Program team will contact you).
9. Keep in mind that errors in the student data submitted to the Ministry may cause delays for students awaiting their vouchers. See below for a list of common issues.
10. Seek assistance, as required, from the Provincial Scholarships Program team: scholarships@gov.bc.ca.

Common eligibility and data issues

The following are common eligibility and data issues reported to the Ministry that stall or prevent students from receiving their scholarship vouchers in the fall.

Citizenship / Permanent Resident Status: a student is not recorded as a Canadian citizen or permanent resident in MyEd or SIS.

Graduation: the student does not meet graduation requirements by August 31.

Grad Year Not Within Current Period: the student is recorded in MyEd or SIS as having met their graduation requirements in a previous school year.

Name: the name on the spreadsheet provided to the Ministry does not match the full legal name recorded in My Ed or SIS. A full legal name is required to award scholarships, and issue cheques and T4As.

PEN: the 9-digit Personal Education Number provided is invalid or assigned to a different student.

If you have questions or concerns about any of these common issues, please contact the Provincial Scholarship Program team: scholarships@gov.bc.ca.

Eligibility

Students selected as conditional recipients of the District/Authority scholarship must satisfy the following requirements to be confirmed as a recipient and receive their scholarship voucher.

- Meet core eligibility requirements
 - Must be a Canadian citizen or permanent resident (landed immigrant) and have that on record with the school at which you registered for Grade 12
 - Be a B.C. resident
 - Be or have been in the school year for which the scholarship is awarded:

District/Authority Scholarship 2023/24

- Enrolled in a British Columbia public school (including online learning schools), or
 - Enrolled in a Group 1, 2, or 4 British Columbia Independent School, or
 - Enrolled in a Continuing Education Centre, or
 - Registered as a homeschooler with an eligible school in British Columbia
- Complete all graduation requirements, and be on record as having graduated, by August 31 of the scholarship awards year
 - Scholarship awards years operate from September 1 to August 31
- Fulfill the graduation requirements of either the [B.C. Certificate of Graduation](#) (Dogwood Diploma) or the [B.C. Adult Graduation Diploma](#) (Adult Dogwood)
- Meet criteria determined by the student's local scholarship committee, including demonstration of outstanding achievement in one of the areas listed below

Area of Achievement	Examples
Applied Design, Skills, and Technologies	Business, Home Economics, Media Arts, Technology, Tourism
Community Service (Volunteer Activity)	Includes awareness of local, global, and cultural issues
Fine Arts	Dance, Drama, Music, Visual Arts
Indigenous Languages and Culture	Demonstrated at school or in the community
Languages	External Assessments or Languages Curriculum, including AP and IB courses
Physical Activity (and Health)	Athletics, Dance, Gymnastics
Technical and Trades Training	Coding, Culinary Arts, Mechanics, Robotics, Woodwork

Find other District/Authority scholarship information for administrators:

gov.bc.ca/schooldistrict-authorityreporting