

The BC Public Service recognizes and encourages high achievement and is a place where dedicated, high-calibre employees can receive the support they need to build rewarding and dynamic careers.

Across the BC Public Service, employees with a performance rating of "Achieves" or "Exceeds Expectations" may access up to a maximum of \$5,000 per year for certificate, diploma and undergraduate degree (ie: Bachelor's) programs and \$7,500 per year for post-graduate degree (ie: Master's or Juris Doctor) or doctorate degree (ie: PhD) programs to be used for tuition and books in areas that align with government's current and future skill needs. Successful applicants are required to commit to a Return of Service.

For complete program details, please visit the [Pacific Leaders Scholarships for Public Servants information](#) on MyHR.

### Conditions of the Pacific Leaders Scholarships for Public Servants Program

1. You must be a regular employee of an [eligible employer](#) and have completed your initial probationary period in the BC Public Service.
2. Your program of study must evaluate your coursework using graded tools (like exams or papers) and must result in a certificate, diploma or degree at a [designated](#) post-secondary institution.
3. Your performance rating must be either "Achieves" or "Exceeds Expectations," and your intended study plans must be described in the current version of your performance evaluation document (e.g. MyPerformance Profile).
4. Your career goals must be determined by your supervisor to be consistent with the current or future needs of government.

### Instructions and Information

Fill out page 2 of this form **on your computer**.

Ensure all steps of the application process are completed, including obtaining your supervisor's approval for this application. Please read these instructions and conditions carefully.

1. Complete Sections 1, 2, and 4 on page 2 of this form and:
  - Write a letter (500 words maximum; dated & signed) indicating how the program will support your career development in the BC Public Service.
  - Provide a dated & signed letter of support from your current supervisor. For suggestions please refer to the **Guide for Supervisors** section that follows.
  - Print and 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 will:
  - Review your application package.
  - Confirm s/he is aware that Scholarship funding is provided by your ministry/organization.
  - Confirm that you are performing at a rating of either "Achieves" or "Exceeds Expectations".
  - Confirm that your requested program of study is consistent with your career path and is described in your current MyPerformance Profile.
  - Confirm that the requested training or education is consistent with the goals of the BC Public Service.
  - Sign Section 5 of the application form and return it to you for submission.
3. Email a legible copy of your completed application package, **as a single scanned document** to:

[PacificLeadersEmployeeScholarships@gov.bc.ca](mailto:PacificLeadersEmployeeScholarships@gov.bc.ca)

Application packages must be received by January 31st for the spring and summer semesters, May 31st for the fall semester and October 31st for the winter semester. Late applications cannot be accepted. Approval notifications are issued four to six weeks after the application deadline. You will be contacted if your application is denied.

If approved:

4. Ensure that progress in your education program is part of your on-going performance management conversations.
5. Once you have completed each course in your program of study, you must provide proof of a passing grade to your ministry contact, otherwise your ministry may require repayment of the full amount for which you were reimbursed for that course. For more information, please review [the rules](#) on MyHR regarding academic transcripts and grades.

### Guide for Supervisors

As a supervisor, your letter of recommendation is a vital part of assessing the applicant's suitability for a Scholarship. If this is a renewal application, an updated letter is required. Your evaluation of the applicant could include the following factors:

#### Capacity/Readiness

- Extent to which the applicant is motivated to engage in a program of study
- Describe applicant's potential for growth, professional development and career momentum

#### Leadership

- Degree to which the applicant demonstrates leadership capabilities
- Extent to which the applicant has acted as a change agent in the workplace

#### Commitment

- Extent to which you are supportive of this applicant
- Likelihood that the BC Public Service will continue to be the employer of choice for this applicant

Please comment on any or all of the factors as they apply to the applicant. Be as specific as possible.

### Final Checklist for Applicant

Prior to submitting your application package, please ensure that you have met any internal *pre-screening* requirements set out by your organization. The scanned application package submitted to the BC Public Service Agency must include each of the following documents, before it can be considered for approval:

- A fully completed and signed application form for the current intake
- A dated letter written and signed by you in support of your current application
- A letter of support for your current application, written and signed within the last 3 months by the supervisor who signed your application form. If your supervisor is different than the signatory on your application form, refer to the [Application Process](#) page on MyHR for further instructions.
- If this is a **renewal application**, you must also submit at least **one** of the following:
  - a copy of an eligible transcript (listing your name, the educational institution, course/term dates and marks) demonstrating achievement of the minimum grade requirement in each Scholarship-funded course to date
  - confirmation from your ministry that you have 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 that 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 [Scholarships for Public Servants - Scholarship Renewal](#) on MyHR for further details.

### Contact Information:

Pacific Leaders Scholarships for Public Servants  
BC Public Service Agency  
E-mail: [PacificLeadersEmployeeScholarships@gov.bc.ca](mailto:PacificLeadersEmployeeScholarships@gov.bc.ca)

Please fill out the form on your computer, then print and sign.

<b>NEW APPLICATION</b> • First-time applicant • Has never received approval for Pacific Leaders Scholarships funding for any program in the past	<b>RENEWAL APPLICATION</b> • Has received approval for Pacific Leaders Scholarships funding for a program in the past • Transcript is required. See page 1 for further details
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**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, The Learning Centre PO Box 9496 Stn Prov Govt, Victoria BC V8W 9N7.

**SECTION 1 - APPLICANT & EMPLOYER INFORMATION** (Review [this page](#) on MyHR for eligibility criteria)

LAST NAME	FIRST NAME	MIDDLE INITIAL	EMPLOYEE ID
FULL MINISTRY NAME		BRANCH NAME	
JOB TITLE		E-MAIL ADDRESS	
WORK MAILING ADDRESS (use PO Box, if applicable)	CITY	PROVINCE	POSTAL CODE

**SECTION 2 - PROGRAM & POST-SECONDARY INSTITUTION INFORMATION** (Review [this page](#) on MyHR for eligibility criteria)

PROGRAM TYPE (CHECK ONLY ONE)

CERTIFICATE	DIPLOMA	CPA-PEP	DEGREE - BACHELOR'S	DEGREE - MASTER'S/JURIS DOCTOR	DOCTORATE (PHD)
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FULL PROGRAM NAME	NAME OF POST-SECONDARY INSTITUTION		
INSTITUTION MAILING ADDRESS	CITY	PROVINCE	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 [this page](#) on MyHR for more information)

- For each 12-month period that 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 calendar year (in January, May, and October).  This application is for the <b>January 2018</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 that 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>January 2018</b>	<b>April 1, 2018</b>	<b>March 31, 2019</b>	<b>April 1, 2019</b>	<b>March 31, 2021</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 Servants 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 [MyHR](#).
- I meet individual eligibility requirements and have completed my initial probationary period as described on [MyHR](#).
- My requested program of study, as listed in Section 2 (above) and described in my application package, consists of measured components (like exams and assignments) and results in a final grade that is reflected on an academic transcript.
- 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 (TYPED)	PHONE NO.	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 Servants 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 performing at a rating of either "Achieves Expectations" or "Exceeds Expectations."
- The requested training is consistent with the employee's career path and is described in the employee's current MyPerformance Profile (or my organization's equivalent).
- The requested training is consistent with the goals of the BC Public Service.

SUPERVISOR SIGNATURE	NAME (TYPED)	PHONE NO.	DATE SIGNED (YYYY/MM/DD)
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