BRITISH COLUMBIA
BC Public Service

Where ideas work

Pacific Leaders Tuition Grants for Co-op Employees

Application Form

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

Under the Pacific Leaders Tuition Grants for Co-op Employees Program, Co-op Program employees may apply for co-op work term tuition reimbursement of up to a maximum of $1,000 per term. The approved grants will be dispersed towards the end of each co-op work term.

The Pacific Leaders Tuition Grants for Co-op Employees Program is considered a taxable benefit and will affect employee taxes. The reimbursement amount will be included on employees' BC Government employment T4. For further personal tax information and help, co-op employee should contact the Canada Revenue Agency or a tax professional.

For complete program details, please visit MyHR: Pacific Leaders Tuition Grants for Co-op Employees information.

Conditions of the Pacific Leaders Tuition Grants for Co-op Employees Program

1. You must be registered in a recognized co- operative education program at a participating post-secondary institution
2. You must be participating in the BC Public Service's Co-op Program in an organization which is enabled under the *Public Service Act* (e.g., Ministry, Public Service Agency, Independent Office)

Applicant Instructions and Information (Part 1)

Fill out page 2 of this form. Ensure all steps of the application process are completed, including obtaining your Expense Authority's approval and electronic signature. Please read these instructions and conditions carefully.

1. Electronically complete Sections 1, 2, 3 and 4 of the application form and sign with your Digital ID.
2. Obtain an itemized receipt detailing this semester's co-op tuition fees (screen capture)
3. Obtain proof of payment receipt (screen capture)
4. Email your completed and digitally signed application form to your Expense Authority (speak to your supervisor to identify your Expense Authority).

Expense Authority Instructions and Information

1. Review the application form
2. Review the Terms and Conditions for Expense Authorities
3. Electronically complete Section 5 of the application form and sign with a digital ID.
4. Email application form signed with a digital ID to the Applicant.

Applicant Instructions and Information (Part 2)

Submit the complete application package to the Employment Programs Resource Office, BC Public Service Agency.

Contact Information:

Pacific Leaders Tuition Grants for Co-op Employees
BC Public Service Agency
Email: PacificLeadersCo-opGrants@gov.bc.ca

Confirm your application package includes the following to be considered for approval:

- ☐ An itemized receipt detailing the co-op tuition fee
- ☐ Proof of payment receipt
- ☐ Completed and signed application form (must be signed by both, the applicant and the expense authority)

Approval Notifications

Approval notifications are issued by email within four weeks from the date Employment Programs Resource Office receives complete application package. Incomplete application package will result in delays in application processing and approval. You will be notified by email should your application be denied.

Approved Applications

- Applicant must complete their co-op term.
- Towards the end of the co-op work term, the BC Public Service Agency will disperse the grant funding on behalf of the host ministries.
- The co-op tuition grant amount will appear on the pay stub.

Steps to add your Digital ID signature to a PDF

To sign with a Digital ID, click inside the signature box, choose the Digital ID you want to use for signing and click 'continue'. If you do not have a Digital ID, click 'Configure New Digital ID'. For more information on how to Configure New Digital ID click the '?' icon.

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Please do not print this form. Fill out, sign with a Digital ID, and submit the form electronically.

Freedom of Information and Protection of Privacy Act (FOIPPA)
The personal information requested on this form is required to process your application for the Tuition Grant for Co-op Employees. This information is collected in accordance with FOIPPA. Questions about the collection or use of this information can be directed to the Pacific Leaders Tuition Grants for Co-op Employees Program Administrator, PO Box 9564, Stn Prov Govt, Victoria, BC, V8W 9C5.

SECTION 1 – APPLICANT & EMPLOYER INFORMATION

LAST NAME	FIRST NAME	EMPLOYEE ID

NAME OF MINISTRY (OR ORGANIZATION) - PLEASE CHOOSE (Please choose)	NAME OF BRANCH
JOB TITLE	E-MAIL ADDRESS

WORK MAILING ADDRESS (use PO Box, if applicable)	CITY	PROVINCE	POSTAL CODE

NAME OF EXPENSE AUTHORITY	E-MAIL ADDRESS OF EXPENSE AUTHORITY

SECTION 2 – WORK TERM INFORMATION

CURRENT WORK TERM (**CHECK ONLY ONE**)

☐ WINTER (JANUARY THROUGH APRIL) ☐ SUMMER (MAY THROUGH AUGUST) ☐ FALL (SEPTEMBER THROUGH DECEMBER)

EMPLOYMENT START DATE	EMPLOYMENT END DATE

SECTION 3 – PROGRAM & POST-SECONDARY INSTITUTION INFORMATION

PROGRAM TYPE (**CHECK ONLY ONE**)

☐ CERTIFICATE ☐ DIPLOMA ☐ CPA-PEP ☐ DEGREE-BACHELOR'S ▣ DEGREE-MASTER'S/JURIS DOCTOR ☐ DOCTORATE (PHD)

NAME OF POST-SECONDARY INSTITUTION - PLEASE CHOOSE (Please choose)	FACULTY - PLEASE CHOOSE (Please choose)	PROGRAM - PLEASE CHOOSE (Please choose)

INSTITUTION MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE

NAME OF CO-OP COORDINATOR	E-MAIL ADDRESS OF CO-OP COORDINATOR

SECTION 4 – APPLICANT DECLARATION - Please READ Terms and Conditions below. Upon agreement, sign with a digital ID and email the form, along with your itemized receipt and proof of payment to your Expense Authority.

Terms and Conditions for Applicants:

- I wish to be considered for the Pacific Leaders Tuition Grants for Co-op Employees.
- I understand that the co-op work term tuition fee is the only expense that is eligible for reimbursement, the grant is considered a taxable benefit and will affect my taxes. Other tuition fees, university fees and books aren't eligible expenses.
- I am currently enrolled in a co-operative education program at the post-secondary institution listed above.
- This application package is complete and accurate in every detail and I understand that withholding relevant or providing false or misleading information in my application may 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 PSA, provincial organizations and post-secondary institution financial aid office.

"I have read and agree to the Terms and Conditions for Applicants as outlined on the form. "

SECTION 5 – EXPENSE AUTHORITY DECLARATION - Please READ Terms and Conditions below. Upon agreement, sign with a digital ID and email the form back to the applicant.

Terms and Conditions for the Expense Authority:

- My organization will fund the co-op employee's tuition grant up to a maximum of $1,000.
- Upon application approval, I understand that the BC Public Service Agency will enter the reimbursement to the coding that payroll is charged to.
- The co-op employee is assigned to a position that is classified as a co-op position (Job Code: 791301, 361301, 791302, or 361302).

"I certify that the Pacific Leaders Grant for Co-op Employees (value up to $1000.00), is a proper charge against an appropriation which I have been delegated authority, there are sufficient funds in the budget, and the conditions have been met."

SECTION 6 – APPLICANT INSTRUCTIONS - Please send completed and digitally signed form, itemized receipt, and proof of payment to PacificLeadersCo-opGrants@gov.bc.ca.