

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.

Under the Pacific Leaders Tuition Grants for Co-op Employees program, Co-op Program participants may access up to a maximum of \$1,000 per term to be used for co-op work term tuition. The 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 your taxes. Your reimbursement amount will be included on your BC Government employment T4. For further personal tax information and help, please contact the Canada Revenue Agency or a tax professional.

For complete program details, please visit the [Pacific Leaders Tuition Grants for Co-op Employees information](#) on MyHR.

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)

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. Electronically complete Sections 1, 2, and 3 on page 2 of this application form.
2. Obtain (e.g., screen capture, scan) an itemized receipt detailing this semester's

tuition and university fees, along with proof of payment.

3. Email your completed application form to your supervisor.
4. Your supervisor will:
 - Review your application form
 - Confirm that the grant funding will be provided by your ministry/organization
 - Confirm that the funding will be provided towards the end of your co-op work term
 - Email your application form back to you along with the 'Supervisor Certification' in the body of the email
5. Email the complete application package (see Final Checklist for Applicants below) to: PacificLeadersCo-opGrants@gov.bc.ca

Approval notifications are issued by email within four weeks after your application form is submitted. You will be contacted if your application is denied.

If approved:

6. You must complete your co-op work term.
7. Towards the end of the co-op work term, the host ministry will disperse the grant funding.

Final Checklist for Applicants

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

- An electronically completed application form for the current work term
- An itemized receipt detailing your current semester's tuition and university fees, along with proof of payment
- A copy of your supervisor's approval email with the 'Supervisor Declaration'
- A copy of your 'Applicant Declaration' in the body of your application email

Contact Information

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

Please do not print out this form. Fill out 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	MIDDLE INITIAL	EMPLOYEE ID
NAME OF MINISTRY (OR ORGANIZATION)		NAME OF BRANCH	
JOB TITLE		E-MAIL ADDRESS	
WORK MAILING ADDRESS (use PO Box, if applicable)		CITY	PROVINCE POSTAL CODE
NAME OF SUPERVISOR		E-MAIL ADDRESS OF SUPERVISOR	
SECTION 2 – WORK TERM INFORMATION			
CURRENT WORK TERM (CHECK ONLY ONE)			
<input type="checkbox"/> WINTER (JANUARY THROUGH APRIL)		<input type="checkbox"/> SUMMER (MAY THROUGH AUGUST)	<input type="checkbox"/> FALL (SEPTEMBER THROUGH DECEMBER)
CONTRACT START DATE		CONTRACT END DATE	
SECTION 3 – PROGRAM & POST-SECONDARY INSTITUTION INFORMATION			
PROGRAM TYPE (CHECK ONLY ONE)			
<input type="checkbox"/> CERTIFICATE		<input type="checkbox"/> DIPLOMA	<input type="checkbox"/> CPA-PEP
<input type="checkbox"/> DEGREE-BACHELOR'S		<input type="checkbox"/> DEGREE-MASTER'S/JURIS DOCTOR	<input type="checkbox"/> DOCTORATE (PHD)
NAME OF POST-SECONDARY INSTITUTION		FACULTY	DEPARTMENT
INSTITUTION MAILING ADDRESS		CITY	PROVINCE POSTAL CODE
NAME OF CO-OP COORDINATOR		E-MAIL ADDRESS OF CO-OP COORDINATOR	
SECTION 4 – SUPERVISOR DECLARATION (Please READ CAREFULLY, then copy and paste the declaration into an email)			
Terms and Conditions for Supervisors:			
<ul style="list-style-type: none"> • My organization will fund and disperse the co-op employee's grant near the end of this co-op work term, if this application is approved. • The position in which the co-op employee is assigned is part of the Co-op Program (Job Code: 791301, 361301, 791302, or 361302). 			
Review the Terms and Conditions for Supervisors (above). Upon understanding and agreement, please copy and paste the following Supervisor Declaration into the body of an email, and send it to the grant applicant (your co-op employee):			
<p><i>"I support the attached Pacific Leaders Tuition Grants for Co-op Employees application for [co-op employee first and last name] for the current work term, and have read and agree to the Terms and Conditions for Supervisors as outlined on the Application Form."</i></p>			
SECTION 5 – APPLICANT DECLARATION (Please READ CAREFULLY, then copy and paste the declaration into an email)			
Terms and Conditions for Applicants:			
<ul style="list-style-type: none"> • I wish to be considered for the Pacific Leaders Tuition Grants for Co-op Employees. • I understand that the grant is considered a taxable benefit and will affect my taxes. • 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 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 post-secondary institution and its financial aid office. • I agree to allow my name and photograph to be released publically if I receive a grant. 			
Review the Terms and Conditions for Applicants (above). Upon understanding and agreement, please copy and paste the following Applicant Declaration into the body of an email, and send it to PacificLeadersCo-opGrants@gov.bc.ca, along with your completed application form, your itemized receipt (with proof of payment), and a copy of your supervisor's approval email with the Supervisors Declaration:			
<p><i>"I have attached my application form and supporting documents for the Pacific Leaders Tuition Grants for Co-op Employees for your review and approval. I have read and agree to the Terms and Conditions for Applicants as outlined on the Application Form."</i></p>			