

## Post-Secondary Institutions Automatic Grant Pre-Service Enrolments Report Form (FP-03PS)

<b>Institution Name:</b>	<b>Academic Year:</b> <input style="width: 80%;" type="text"/>
<b>Reporting Period:</b>	<input type="checkbox"/> Fall (September 30) <input type="checkbox"/> Winter (January 31) <input type="checkbox"/> Spring (May 31) <input type="checkbox"/> Summer (July 31)

### A. French Language/Literature Courses

	Course Name - Number (A)	Hours of Contact (H)	Enrolments (E)	Student Hours (SH=H*E)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<b>Total classroom contact hours for the current term:</b>				

**Name of the Faculty's Dean:**

**B. Pre-Service Courses in the Faculty of Education**

	Course Name - Number (A)	Hours of Contact (H)	Enrolments (E)	Student Hours (SH=H*E)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<b>Total classroom contact hours for the current term:</b>				

**Name of the Faculty's Dean:**

**Program Officer Certification**

I agree with the information above and certify that all enrolments listed relate to the above noted term.

**Validation Code:** 43411 PS – 001

**Name:**

**Email:**

**Title:**

**e-Signature:**

## Funding Notes

In calculating grants to universities and colleges, the Ministry will include the following:

- A. French language/literature courses offered.
- B. Courses offered in French by the Faculty of Education or French language/literature courses offered through the Faculty of Arts in collaboration with the Faculty of Education for students planning to be teachers of Core French, French Immersion or Francophone Programs.

Form FP-03PS – Pre-Service Enrolments Report is posted on the Ministry of Education website at:

<http://www.bced.gov.bc.ca/frenchprograms/>.

**The form is to be submitted on or before the last day of the first month in which a term begins.**

## Form Filling Notes

- **Column (A) - Course Name - Number:** In this column, enter the name of the course and its course number per your institution's program calendar.
- **Column (H) - Contact Hours:** In this column, enter the total number of instruction hours for the specified course in the term.
- **Column (E) - Enrolments:** In this column, enter the total number of students enrolled in the specified course in the term.
- **Column (SH) - Variance:** This column is auto calculated by multiplying (H) by (E).

## Contact Info

For assistance with this form, please contact:

French Education Branch  
Ministry of Education  
[EDUC.French.Education@gov.bc.ca](mailto:EDUC.French.Education@gov.bc.ca)