



Ministry of  
Education and  
Child Care

## Awarding Guidelines District/Authority Scholarships

### Awarding guidelines

When selecting recipients, boards of education and independent school scholarship committees are asked to follow the guidelines below.

1. Criteria, application forms, and selection processes should be consistent among schools within a school district/independent school authority
2. Information about selection criteria and processes should be posted on the district/authority website or otherwise communicated in a transparent manner that is equally accessible among applicable schools and student populations
3. The application should include evidence of student learning or achievement in their chosen area. This may include but is not limited to the following
  - a. Submission of a project/portfolio (electronic or hard copy), display, or video
  - b. Participation in an interview, performance, or demonstration
4. Scholarship selection should be adjudicated by a committee, either at the district/authority or school level, as appropriate. Committee members may include but are not limited to the following
  - a. Teachers
  - b. School administrators
  - c. Superintendent of Schools or designee
  - d. School Trustees
  - e. Parent Advisory Council representatives
  - f. Municipal Council representatives
  - g. Local business representatives
  - h. Community representatives

Although broad participation may be a challenge, especially in smaller communities, districts and authorities should strive for a cross-section of representation whenever possible

5. The board of education or independent school authority is responsible for maintaining data and records to support their consistent and transparent scholarship criteria and selection processes
6. Boards of education and independent school selection committees should consider the distribution of scholarships across the seven areas of interest
7. Boards of education and independent school selection committees should consider whether selected recipients have an achievable plan for transition to a post-secondary education or training program within five years (i.e., before the scholarship expires); they should also keep in mind that students may only redeem their vouchers with the Ministry of Education and Child Care to be reimbursed for 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 SkilledTradesBC](#)

### About the District/Authority scholarship

Each year, 5,500 [District/Authority scholarships](#) are proportionally distributed across school districts and the independent school system through the Federation of Independent School Associations (FISA), based on September 30th Grade 12 enrolments.

The District/Authority scholarship recognizes high school graduates who have demonstrated excellence in their chosen area, within one of the following categories:

- **(APLSK) Applied Design, Skills, and Technologies** (e.g., Business, Technology, Home Economics, Media Arts, Tourism)
- **(COMSERV) Community Service** (Volunteer Activity), which includes awareness of local, global, and cultural issues
- **(FINE) Fine Arts** (e.g., Dance, Drama, Music, Visual Arts)
- **(INDLC) Indigenous Languages and Culture**, demonstrated at school or in the community
- **(LNG) Languages** from the Languages Curriculum or External Assessments, including AP and IB courses
- **(PHYSAC) Physical Activity** (and Health) (e.g., Athletics, Dance, Gymnastics)
- **(TRADES) Technical and Trades Training** (e.g., Coding, Culinary Arts, Mechanics, Robotics, Woodwork)

The Ministry of Education and Child Care sets [core eligibility requirements](#) as well as the awarding guidelines outlined in this document. Boards of education and independent school scholarship committees have the responsibility and flexibility to determine their local awarding criteria and awarding processes, and to select their conditional recipients.

Students who are selected by their district/authority as conditional recipients of the scholarship must satisfy the following requirements **by August 31 of their graduating year** to be confirmed as a recipient and receive their scholarship voucher:

- [meet core eligibility requirements](#)
- fulfill the graduation requirements of either the [B.C. Certificate of Graduation](#) (Dogwood Diploma) or the [B.C. Adult Graduation Diploma](#) (Adult Dogwood); and

- meet criteria determined by the student’s local scholarship committee, including demonstration of outstanding achievement in one of the areas listed above

Confirmed recipients receive a \$1,250 scholarship voucher. They can use this voucher to be reimbursed by the Ministry of Education and Child Care for 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 SkilledTradesBC](#).

Students have five years to [redeem](#) their District/Authority scholarship vouchers.

#### Key dates

- June 30: Lists of conditional recipients due to Ministry of Education and Child Care
- September: Conditional recipients checked against eligibility requirements
- November: Paper scholarship vouchers mailed to confirmed recipients

#### Frequently asked questions

**Can a student win more than one District/Authority scholarship (for example, in two different areas of achievement)?**

No. A student may only receive one District/Authority scholarship in their lifetime.

**Can a student win a District/Authority scholarship if they graduate in the first semester of the school year?**

Yes. Students who graduate earlier during the school year can be awarded the scholarship. Reminder: students must be on record with the ministry (via their school’s student information system) as graduating in the same year they are chosen as a conditional recipient; previous and future graduates are not eligible. E.g., if a student is selected by their District/Authority for the 2025-26 awards year, they must graduate between September 1, 2025–August 31, 2026.

**How long do recipients have to redeem their scholarship vouchers for payment?**

Recipients have five years from the date of issue to redeem a District/Authority scholarship with the ministry. The expiry date will be printed on the voucher.

**Is there a sample application administrators can refer to for ideas?**

Yes. See Appendix 1 - Sample Application.

#### More information

**District/Authority Scholarship Allocations and Reporting Instructions**

<https://www.gov.bc.ca/schooldistrict-authorityreporting>

**General Provincial Scholarship Program Information**

[www.gov.bc.ca/scholarshipsprogram](http://www.gov.bc.ca/scholarshipsprogram)

#### Questions?

Please contact the Provincial Scholarships Program team

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

250-356-2443

## Appendix 1—Sample Application—**For School/District Reference Only**

### **Information for administrators**

School districts and independent school authorities: please feel free to adapt this sample application to suit your locally-developed criteria and awarding processes for the District/Authority scholarship.

When designing an application package, you are encouraged to consider local needs and priorities and/or draw on shared experiences with others.

### About the scholarship

The District/Authority scholarship is awarded to 5,500 high school graduates who have demonstrated excellence in their chosen area.

The Ministry of Education and Child Care sets core eligibility requirements and general guidelines; local scholarship committees determine awarding criteria and select their conditional recipients.

Confirmed recipients receive a \$1,250 scholarship voucher. They can use this voucher to be reimbursed by the Ministry of Education for 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 SkilledTradesBC](#).

Students have five years to [redeem](#) their District/Authority scholarship vouchers; an expiry date is printed on each voucher and extensions are not possible.

### Key dates

- Spring: Conditional recipients notified by their district/authority
- September: Conditional recipients checked against eligibility requirements
- November: Paper scholarship vouchers mailed to confirmed recipients

## Appendix 1—Sample Application—**For School/District Reference Only**

### Eligibility requirements

Students selected as conditional recipients of the District/Authority scholarship must satisfy the following requirements **by August 31 of their graduating year** 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:
    - 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); and,
- Meet criteria determined by the student’s local scholarship committee, including demonstration of outstanding achievement in one of the areas listed below

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

# Appendix 1—Sample Application—For School/District Reference Only

## How to apply

Submit a complete application to [contact person, contact information, method of submission] by [deadline]

- Section 1—Personal Information
- Section 2—Post-Secondary Plans
- Section 3—Selected Area of Interest
- Section 4—Course Work and Extracurricular Activities Related to Area of Interest
- Section 5—Evidence of Achievement
- Section 6—References

### 1) Personal Information

Full Name (as it would appear on your high school transcript)

\_\_\_\_\_

Preferred Name (if applicable) \_\_\_\_\_

Date of Birth (month/day/year) \_\_\_\_\_

Personal Education Number (PEN) \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

High school that you will graduate from \_\_\_\_\_

I am a Canadian Citizen or permanent resident (landed immigrant)\*

**\*Related note:** under the Income Tax Act, the Ministry of Education and Child Care must issue scholarship recipients a T4A for the taxation year in which the scholarship cheque is issued. When redeeming a scholarship, recipients will need to provide a Social Insurance Number (SIN) for this purpose. Temporary SINs, beginning with '9', cannot be accepted.

### 2) Post-Secondary Plans

For which post-secondary program(s) do you plan to apply?

\_\_\_\_\_  
\_\_\_\_\_

What types of careers are currently of interest to you?

\_\_\_\_\_  
\_\_\_\_\_

### 3) Area of Interest

Please check the one area under which you are applying

- Applied Design, Skills, and Technologies
- Community Service (Volunteer Activity)
- Fine Arts
- Indigenous Languages and Culture

## Appendix 1—Sample Application—For School/District Reference Only

- Languages
- Physical Activity (and Health)
- Technical and Trades Training

### 4) Course work and extracurricular activities related to your area of interest

Grade 11 and 12 Courses	Teacher/Sponsor

Extracurricular Activities	Teacher/Sponsor

### 5) Evidence of Achievement

Students must provide evidence of achievement in their chosen area. Please attach a one-page statement that describes your achievements. Depending on your chosen area, you may also be required to provide further information or participate in further activities, such as a portfolio, project, research paper, performance, presentation, demonstration, or interview. Please contact [\[contact person and information\]](#) for instruction.

### 6) References

## Appendix 1—Sample Application—For School/District Reference Only

Please list two teachers and/or community members who can attest to your achievements in your chosen area and who will provide a written reference on your behalf, using the reference form attached [\[see sample form below\]](#).

Name \_\_\_\_\_ Position \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Relationship to you \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date signed \_\_\_\_\_

SAMPLE

## Appendix 1—Sample Application—For School/District Reference Only

### SAMPLE REFERENCE FORM

Thank you for providing a reference for the student named below who is applying for a [District/Authority scholarship](#) in the indicated area. Please complete the form and return it (and any additional relevant information you choose to include) to the student inside a sealed envelope with your signature across the envelope flap.

Student Name: \_\_\_\_\_

Area of Interest: \_\_\_\_\_

- 1) How long and in what capacity have you known the applicant?
  
  
  
  
  
  
  
  
  
  
- 2) How would you comment on the applicant's general attributes, such as attitude, communication, creativity, critical thinking, interpersonal skills, initiative, and leadership?
  
  
  
  
  
  
  
  
  
  
- 3) Please provide examples of and comment on the applicant's strengths in their chosen area.
  
  
  
  
  
  
  
  
  
  
- 4) What other comments do you wish to make in support of this applicant?

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_