

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

Institution Name:	Academic Year: <input style="width: 80%;" type="text"/>
Reporting Period:	<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				
Total classroom contact hours for the current term:				

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				
Total classroom contact hours for the current term:				

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.

Name:

Email:

Title:

e-Signature:

The **FP03 Post-Secondary Enrolment Form** is designed to support accredited post-secondary institutions that offer French language/literature, or pre-service education courses. The funding period runs from September 1 to August 31, and funds are distributed in January based on data from the previous academic year.

1. Eligible and Ineligible Expenses

The French Post-Secondary Grant supports accredited post-secondary institutions that offer French language, literature, or pre-service education courses within their Faculty of Education or French Department. The grant is aimed at directly supporting French language courses and education programs.

Eligible expenses include:

- Acquisition of learning resources related to the French language or culture,
- Support for linguistic initiatives, such as activities organized by local Francophone organizations or artists,
- Student bursaries to offset tuition fees for French courses, and
- Staffing expenses for French Language Teaching Assistants.

2. Reporting Requirements

No formal reporting is required at present. However, institutions should maintain detailed financial records in case of future requests for information on fund utilization.

3. Return of Unspent Funds

Unspent funds may be carried over to the next year with prior notification. These funds should be prioritized for use in the next fiscal cycle. It is encouraged to utilize the funds within the academic year.

4. Funding Period

The funding period runs from September 1 to August 31 of the same academic year. Key enrolment dates include:

- **Fall** - Enrolments as of September 30 for courses starting between September 1 and December 3,
- **Winter** - Enrolments as of January 31 for courses starting between January 1 and April 30,
- **Spring** - Enrolments as of May 31 for courses starting between May 1 and June 30, and
- **Summer** - Enrolments as of July 31 for courses starting between July 1 and August 31.

Funds must be utilized within this period. Exceptions for ongoing projects that extend beyond this timeframe may be granted, as long as they align with the grant's objectives.

Funds are distributed in January, based on data from the previous academic year, but are allocated to the current fiscal year. For example, funding distributed in January 2024 is intended for the 2023–2024 academic year.

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:

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