



StudentAidBC

British Columbia Nurses Education Bursary Application Form

Ministry Use Only

Which bursary period are you applying for? Check only one box.

<input type="checkbox"/>	January to April (deadline 4:30 p.m., Nov. 15)
<input type="checkbox"/>	May to August (deadline 4:30 p.m., March 15)
<input type="checkbox"/>	September to December (deadline 4:30 p.m., July 15)

Eligibility Requirements

You must:

- Be enrolled in an **ELIGIBLE** nursing program of study in **B.C.**, at least four months long that leads to a certificate, diploma or degree **recognized for practice in B.C.** (see Appendix A for a list of eligible institutions); **AND**
- Not be delinquent or in default of a B.C. student loan; **AND**
- Demonstrate financial need (see the list of frequently asked questions on page 6 for more information).

Section A – Personal Information – Print clearly in ink

01 Last Name <input type="text"/>		09 Social Insurance Number <input type="text"/>	
02 First Name and Initial(s) <input type="text"/> ALL MAIL WILL BE SENT TO THIS ADDRESS		10 Date of Birth <input type="text"/>	
03 Mailing Address <input type="text"/>		11 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
04 City/Town 05 Province <input type="text"/>		12 Status (mark only one box) <input type="checkbox"/> Single <input type="checkbox"/> Single Parent <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Separated/Divorced/Widowed	
06 Postal Code 07 Area Code Telephone Numbers <input type="text"/>		13 Number of dependants (children) <input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18 and in full-time studies	
08 Email Address (optional) <input type="text"/>		14 Citizenship <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Convention Refugee or a Protected Person as defined in the Immigration and Refugee Protection Act	

ADDRESS CHANGES

To ensure you receive all correspondence, you **MUST** notify the nurses education bursary program **directly** at AVED.SpecialPrograms4@gov.bc.ca OR by phone (see page 3 for telephone numbers, and transfer to the person responsible for the nurses education bursary).

15 What are your CURRENT nursing credentials? (Mark only one box.)

RN-BC	RPN-BC	LPN-BC	Former B.C. Nurse	Nurse from Outside B.C.	Student	
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	<input type="checkbox"/> F	If 'E', specify where you are/were registered. <input type="text"/>

16 Are you in default of a B.C. student loan? Yes No (If you are in default, you are not eligible for this bursary).

ALL APPLICATIONS ARE SUBJECT TO VERIFICATION AND AUDIT (review Section D before completing).

Section B – Study Information – Use Appendix A (page 5) for the codes

Note: If you are attending a private institution in B.C., please check the institution code with the program director.

17 Institution Code (see Appendix A)	18 Program Code (see Appendix A)	19 Date Classes Start *(see below) Year Month Day			20 Date Classes End Year Month Day		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21 Course Load Full time Part time		22 Student Number (if known)			23 While you are in school will you be living with parent(s)/step-parent, sponsor or legal guardian.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
24 Is this program offered at an institution in your area?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
25 If no, will you have to move to another city to take this program? Moving from: _____ Moving to: _____						<input type="checkbox"/> Yes	<input type="checkbox"/> No
26 If you have to move, will your family (dependants) stay behind to work or go to school?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

* **Class start date is the first day of classes in the current program year. The class start and end dates must show that you are in school during the bursary period you chose at the top of page 1.**

For you to be eligible for a bursary, your institution must be able to confirm you are enrolled in an eligible program **before** the start of the bursary period.

Section C – Financial Information – Questions 27 – 31

Will you be applying for student loans for the bursary period you checked on page 1? Yes No

- If “Yes,” and you **have** received your notice of assessment, complete only **question 27** in this section.
- If “Yes,” and you **have not** received your notice of assessment, complete **questions 28 – 31** in this section.
(Please submit your application for a student loan as soon as possible – you can do this online at www.StudentAidBC.ca.)
- If “No,” complete **questions 28 – 31** in this section.

*If you are receiving student loans from a province other than B.C., please submit a copy of your notice of assessment from the province that issued your loan. This assessment must include eligible need (your costs minus your resources), and your actual award amount (see the FAQs on page 6 for more information).

27 Applicant – Student Loans

The following information can be found on your notice of assessment letter, or by going to your file on our website at www.StudentAidBC.ca. You will need your social insurance number, application number and date of birth to access your file.

From Year Month	To Year Month	Eligible/Assessed Need	Total Amount Awarded (including Canada student loan, B.C. student loan and grant)
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

28 INSTRUCTIONS ON HOW TO REPORT INCOME FOR YOU AND YOUR SPOUSE IF YOU ARE NOT APPLYING FOR STUDENT LOANS

In **question 28**, list **all** gross (before tax) income for you and your spouse for the **12-month** period **ending** with the last month of the bursary period for which you are applying. (This helps us calculate any loss of income during the bursary period.)

*See the frequently asked questions on page 6 for examples and more help on reporting income.

Include: Income from employment, self-employment, investments, employment insurance, income assistance, child support, alimony, gifts from family/friends, etc.

Also: Let us know if you are living on a line of credit or family loans. We need to know how you plan to pay for your tuition, living expenses, etc., and that you will not have to withdraw from school due to lack of funds.

Do not include: Child tax credit or GST.

Financial Information – (continued)

Will you be receiving funding from any other source to take this program? Yes No

(i.e., will anyone other than you/your spouse/your parents be paying for your tuition, books and/or living expenses?)

If “Yes,” then enter the source and amount of funding in **question 28**. If you are receiving funding from Human Resources and Social Development Canada, employment insurance, or the Ministry of Employment and Income Assistance, please check with your worker or counsellor **before** applying for this bursary, as they may require you to repay any bursary funding.

28 Applicant – Income (see instructions on page 2 and the FAQs on page 6 for help with this section)

Report all income/financial resources here **EXCEPT** student loans for this bursary period. If you have applied for student loans, see **question 27**. For more help, see the **FAQs on page 6**. (Include a separate sheet if you need to explain further.)

Source of Income For example, provide name of employer, type of federal or provincial government funding, or indicate self employed, etc.	FROM YEAR MONTH	TO YEAR MONTH	Total Gross Income for Period
	□□□□-□□	□□□□-□□	\$
	□□□□-□□	□□□□-□□	\$
Total Gross (before tax) Income for 12 months (see instructions page 2)			\$

29 Applicant – Assets (enter “0” if no value)

A. What is the total balance in ALL of your bank accounts (chequing and savings)?	\$	□□□□
B. What is the total value of your RRSPs? Enter '0' if none	\$	□□□□
C. What is the total value of your term deposits, GICs, stocks, bonds, mutual funds etc.? (Do not include RRSPs).....	\$	□□□□
Total Assets	\$	□□□□

30 Spouse or common-law partner – Income (see instructions on page 2)

Source of Income For example, provide name of employer, type of federal or provincial government funding, or indicate self employed, etc.	FROM YEAR MONTH	TO YEAR MONTH	Total Gross Income for Period
	□□□□-□□	□□□□-□□	\$
	□□□□-□□	□□□□-□□	\$
Total Gross (before tax) Income for 12 months (see instructions page 2)			\$

31 Spouse or common-law partner – Assets (enter “0” if no value)

A. What is the total balance in ALL of your bank accounts (chequing and savings)?	\$	□□□□
B. What is the total value of your RRSPs? Enter '0' if none If you are entering RRSPs, please provide spouse's date of birth	\$	□□□□-□□-□□
C. What is the total value of your term deposits, GICs, stocks, bonds, mutual funds etc.? (Do not include RRSPs).....	\$	□□□□
Total Assets	\$	□□□□

Contact Information

Mailing Address	Courier Address	Phone
Nurses Education Bursary	Nurses Education Bursary	Victoria:
StudentAid BC	StudentAid BC	250 356-8380 (direct line to nurses education bursary)
Ministry of Advanced Education	Ministry of Advanced Education	Lower Mainland:
PO Box 9173	1 st Floor 835 Humboldt St	604 660-2610
Victoria BC V8W 9H7	Victoria BC V8V 4W8	Toll-free in Canada/U.S.:
		1 800 561-1818

E-mail Address: AVED.SpecialPrograms4@gov.bc.ca

Your application form MUST be received at the above address by 4:30 p.m. on the deadline date.

How we distribute the Awards

We award up to \$2 million in bursary funding annually to qualified applicants. Awards are made according to the priorities below, in consultation with the Nursing Directorate.

- 1) First, registered nurses or registered psychiatric nurses taking specialty training or upgrading, or LPNs taking the access to RN program or the RN program.
- 2) Next, nurses taking refresher programs.
- 3) Finally, student nurses in LPN, LPN access, RN or RPN programs.

Within each category, we award the applicants with the highest financial need from \$500 to \$3,500. Due to the extremely high volume of applications, we cannot award all applicants with financial need. Applicants are eligible to receive only one award in a 12-month period.

Section D – Declaration – Read, Sign and Date

I hereby declare that the information I have provided in this application form is, to the best of my knowledge, correct and complete. I acknowledge that this information may be used to determine my eligibility for a needs-based bursary from the British Columbia nurses education bursary program, and to determine whether I must repay any such bursary if I do not complete my program of study.

I - I understand that:

1. Making statements that are not true, or that are misleading, may be considered fraud. Fraud is against the law in Canada. Misleading or untrue statements can result in me having to repay all or part of the bursary awarded to me.
2. It is my responsibility to make sure that the information on this application is true and correct.
3. If I receive a nurses education bursary and do not complete the eligible nursing program period of study for which the bursary is awarded, I will repay the bursary, with interest, as required by StudentAid BC.
4. The nurses education bursary is taxable income and must be reported to the Canada Revenue Agency.
5. Priority will be given to those eligible applicants who have not received any other provincially funded bursaries in the last 12 months.
6. Eligibility for this program will be governed by nurses education bursary policy criteria.

II - I understand that by signing below it means:

1. I have answered all questions on the application that pertain to me.
2. I certify that all the information is complete and accurate.
3. I meet all of the eligibility requirements for this program, as set out in this application form, including that I am not in default of a B.C. student loan.
4. For the purpose of verifying and/or investigating information pertaining to this application and related documents, and for the purpose of determining whether I will be required to repay any bursary I may receive, I consent to the exchange of information between the Ministry of Advanced Education (or person designated by the Ministry) and the following agencies: Canada Revenue Agency, Ministry of Employment and Income Assistance, Ministry of Health, Ministry of Children and Family Development, financial institutions, Human Resources and Social Development Canada, Ministry of Finance, Ministry of Small Business and Revenue, Crown corporations, city departments, and federal and provincial departments/agencies.

COLLECTION AND USE OF PERSONAL INFORMATION

The information included in this form and authorized above is collected under the authority of StudentAid BC. The information will be used to determine eligibility for a benefit under the nurses education bursary. If you have any questions about the collection and use of this information, contact: Administrator, Special Programs, StudentAid BC, Ministry of Advanced Education, PO Box 9173, Stn Prov Govt, Victoria BC V8W 9H7. Telephone: 250 387-6100, 604 660-2610 (in B.C. Lower Mainland), or 1 800 561-1818 (toll-free in Canada/U.S.). TTY line for the deaf or hearing impaired: 250 952-6832.

SIGNATURE OF STUDENT (in ink)	PRINT NAME	DATE SIGNED <div style="text-align: center;"> <table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">YEAR</td> <td colspan="2" style="text-align: center;">MONTH</td> <td colspan="2" style="text-align: center;">DAY</td> </tr> </table> </div>							YEAR		MONTH		DAY	
YEAR		MONTH		DAY										

Section E – Canada Revenue Agency Consent Form – Read, Sign and Date

For the purpose of verifying the data provided in this application for a nurses education bursary, I hereby consent to the release, by the Canada Revenue Agency, to the Ministry of Advanced Education (or a person delegated by the ministry), of taxpayer information from any portion of my 2006, 2007 and 2008 income tax returns that pertains to information given by me on this application. The information will be used solely for the purpose of verifying information on **this** application form and for the general administration and enforcement of the nurses education bursary program.

SIGNATURE OF STUDENT (in ink)	PRINT NAME	DATE SIGNED <div style="text-align: center;"> <table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">YEAR</td> <td colspan="2" style="text-align: center;">MONTH</td> <td colspan="2" style="text-align: center;">DAY</td> </tr> </table> </div>							YEAR		MONTH		DAY	
YEAR		MONTH		DAY										

Checklist

- | | |
|---|--------------------------|
| 1. Do you meet the eligibility requirements? See page 1..... | <input type="checkbox"/> |
| 2. Have you answered all questions? If not, your application will not be processed..... | <input type="checkbox"/> |
| 3. Have you indicated which bursary period you are applying for on the front page? | <input type="checkbox"/> |
| 4. Are your social insurance number and date of birth correct? | <input type="checkbox"/> |
| 5. Are your school and program codes correct? (Section B) | <input type="checkbox"/> |
| 6. Have you read, signed and dated the Declaration (Section D) in ink? | <input type="checkbox"/> |
| 7. Have you read, signed and dated the Canada Revenue Agency consent form (Section E) in ink? | <input type="checkbox"/> |

Nurses Education Bursary Application Form

APPENDIX A: REFERENCE CODES

These are the programs and schools eligible for the nurses education bursary program. Please enter the code(s) that apply to you on page 2 of the application form.

Any changes that occur to the institution or program codes after this form is printed will be reflected on our website at www.StudentAidBC.ca.

Programs Eligible for the Nurses Education Bursary

Nursing Services – Basic Level

1001 Nursing – Diploma
 1002 Nursing – Baccalaureate
 1003 Psychiatric Nursing
 1004 Licensed Practical Nursing
 1005 LPN Access

1104 Advanced Diploma in Nursing
 1105 Advanced Diploma in Psychiatric Nursing
 1106 Health Science – Baccalaureate (Nursing)
 1107 Health Science – Baccalaureate (Psychiatric Nursing)

1111 ADNU Critical Care Nursing
 1112 ADNU Emergency Nursing
 1113 ADNU Neonatal Nursing
 1114 ADNU Nephrology
 1115 ADNU Obstetrical Nursing
 1116 ADNU Operating Room Nursing
 1117 ADNU Pediatric Critical Care Nursing
 1118 ADNU Pediatric Nursing
 1119 ADNU Post-Anesthetic Recovery Room Nursing
 1120 ADNU Primary Care in Rural Nursing
 1121 ADNU Rehabilitation Nursing
 1122 ADNU Occupational Health
 1123 ADNU Clinical Research
 1124 ADNU Gerontology
 1125 Nurse Practitioner

Nursing Services – Post-Basic Level

1101 Practical Nurse Refresher
 1102 Refresher Nursing
 1103 Refresher Nursing – ESL

1108 Nursing – Master’s
 1109 Nursing – Doctorate
 1110 Nursing – Post RN Baccalaureate

Institutions with programs eligible under this bursary

If you are attending a private institution (i.e., Sprott-Shaw Community College), please check eligibility and the institution code for your campus with the program director.

APCQ B.C.Cancer Agency
 AVAA B.C.Institute of Technology
 AJAA Camosun College
 AJAB Capilano College
 AJAJ College of New Caledonia (Prince George)
 AJAF College of the Rockies
 AJAE Douglas College
 AKFE International School of Nursing
 AJAV Kwantlen University College
 AJAM Langara College
 AJAG Malaspina University-College
 AJAX North Island College – Courtenay
 AJAW North Island College – Port Alberni
 AJAK Northern Lights College

AJAL Northwest Community College
 AJBF Okanagan College
 ANAE St. Paul’s Hospital
 AJAP Selkirk College – Castlegar
 AUAP Thompson Rivers University (Kamloops)
 AUAP Thompson Rivers University (Williams Lake)
 AVAR Thompson Rivers University, Open Learning
 APAK Trinity Western University
 AJAD University College of the Fraser Valley
 AUAA University of British Columbia – Vancouver
 AUAA-O University of British Columbia – Okanagan
 AUAG University of Northern B.C.
 AUAF University of Victoria
 AVAD Vancouver Community College – City Centre

Frequently Asked Questions - Nurses Education Bursary

- Q.** How do I find out the status of my application online? I don't have the application number.
- A.** You can't check the status of your bursary online. The application number only applies to student loan applications. These bursaries are not processed individually, or first-come, first-served. All eligible applications received by the deadline are rated in order of financial need. The processing takes about six weeks after the deadline. You will be notified of the results by mail around the first week of the bursary period.
-
- Q.** I need to submit my application by the deadline date, but I don't have my student loan notice of assessment yet. Should I wait for the notice of assessment?
- A.** No, applications received after the deadline date will not be processed. Question 27 asks if you will be applying for student loans – check the 'Yes' box, and write 'Pending' underneath. We can verify the student loan information (as long as it's from B.C.) when it's processed. Submit your student loan application before the bursary deadline date so that we will have enough information to determine your financial need.
-
- Q.** I don't have a student loan from B.C. What information do I need to provide about my out-of-province student loan?
- A.** Ensure that all the following information is included on the notice of assessment from the province that issued the loan. If the notice of assessment does not include the following, please ask the student loan department to give you this information:
- Assessed need – your costs (living costs, childcare, tuition, books, etc.)
 - Resources – your contribution (pre-study and study period earnings, assets, etc.)
 - Eligible need – usually your costs minus your resources
 - Award amount – the amount of money you will receive
 - Study period – the number of weeks for which you have been awarded a loan.
-
- Q.** I'm not yet accepted in the program I've listed on my application form, and won't get an answer from the school until after the deadline. What should I do?
- A.** Submit your application for the bursary by the deadline date. We do a final enrolment check to ensure that applicants are enrolled in an eligible program. Phone and let us know if you need to withdraw your application.
-
- Q.** I'm taking an eligible program in an out-of-province school. Can I still apply?
- A.** No. As this is a provincial bursary, we are only able to award students who are attending a B.C. post-secondary school that leads to a certificate, diploma or degree **recognized for practice in B.C.**, and who meet all the eligibility criteria listed on page 1.
-
- Q.** How do I enter my study period dates? Do I enter them for the whole program or just for the bursary period?
- A.** The purpose of this question is to verify that you will be in school during the bursary period you're applying for. You should write the study start and end dates that show you are in school in the bursary period.
-
- Q.** I only just heard about the program, but the deadline has passed. Can I still apply?
- A.** No. Due to the high volume of applications, we can't accept any applications after the deadline date.
-
- Q.** I received a bursary for May-August 2007. Can I apply for another bursary for the January-April 2008 bursary period?
- A.** No, you won't be eligible again until May-August 2008. Applicants can receive only one award in a 12- month period.
-
- Q.** What dates should I use to report my income?
- A.** Your income should be reported for 12 months **up to and including the bursary period**. We want to take into account any income loss if you give up your job to attend school. Estimate any income not yet received.
- For example:**
- | | |
|--|--|
| <p>Bursary period:
 September to December 07
 January to April 08
 May to August 08</p> | <p>Report all income from:
 January to December 07
 May 07 to April 08
 September 07 to August 08</p> |
|--|--|
-
- Q.** If I am not on student loans, how much financial information do I need to provide?
- A.** If you are not applying for student loans, we need to know how you will pay for rent, food, transportation, tuition, books etc. If you don't fully disclose your income, we will not have enough information to process your application and determine your financial need. Let us know if you have a line of credit, parental support, etc. Include a separate sheet with your application if you need to explain further.

ALL APPLICATIONS ARE SUBJECT TO VERIFICATION AND AUDIT (review Section D before completing). WE WILL NOT PROCESS APPLICATIONS THAT ARE FAXED, E-MAILED, INCOMPLETE OR LATE.