

Continuing Education Grant: Long-Term Courses Application Guide

Continuing Education Grant: Long-term courses

The Continuing Education Grant was designed to encourage all Haida Gwaii residents to pursue educational opportunities of all kinds, both on and off-island. This grant can help cover the cost of tuition and materials for courses at recognized universities, colleges, and trades programs, including online courses. Long-term courses are courses that are three months or longer, such as university or college semesters.

Who can apply?

- Individual residents.
(Residents are defined as individuals who have lived on Haida Gwaii for the past 24 consecutive months. An individual who has left Haida Gwaii to attend school, to seek medical treatment or for a vacation but otherwise maintains their residency is considered a resident.)

How much money is available?

Up to \$3,750 a year, or a maximum of five courses to a maximum of \$750 per course. Funding will be based on the actual cost of your course and materials.

Application deadline

- Applications are accepted throughout the year.
- Your application must be submitted no later than two weeks into the semester or course.

Eligible uses of the grant

- Tuition for recognized universities, colleges, and trades programs, including online courses that result in credits towards a certificate, diploma, or degree.
- Course materials.
- This grant is open to:
 - mature students
 - recent high school graduates
 - full-time and part-time students

Ineligible uses of the grant

- Workshops, professional fees, conferences, seminars, webinars, symposiums, forums, apprenticeships, one-on-one coaching, and consultant fees.
- Courses without tuition.
- Courses taken at non-recognized post-secondary institutions.
Directories of recognized post-secondary schools and private institutions can be found here:
 - www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html
 - <https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory>
- If the school you are attending is not listed here, please indicate on your application how it is accredited.

How to apply

Applications must be submitted online through our grant management system. You will need to create an account to access application forms, save drafts and submit your application. If you do not have access to a computer or need assistance with your application, please call or visit our offices.

Approval process

Approvals take up to three weeks. Decisions are made by staff according to Board set policy.

Grant specific requirements

- This grant requires two steps: submitting your application at the beginning of your course, and then submitting confirmation that the course has been completed successfully (in most cases, this means arranging for the school/institution to send us your official transcript, certificate, or diploma).
- Late applications are not accepted and appeals for late applications will not be considered.
- Along with your application, we will need proof of course registration, including a course outline and description. We will also need a short essay (up to 250 words) with a description of your course outline, career and/or academic goals, and how the grant will help you reach those goals.
- The grant will be paid after we receive confirmation that you have completed your course successfully. You will also need to submit paid receipts for tuition and books/supplies, and a short report on the outcome of your course/courses.
- If you are a returning student, you must fill out a new application each year.
- First time applicants will be asked to verify that they meet the residency requirement. Residency can be verified by submitting any two of the following:
 1. Utility bills (Hydro, cable, landline phone bills)
 2. Letter from employer
 3. Paystubs/ T4's from local employer
 4. Property tax statements
 5. Letter of reference
 6. Rental agreement or letter from landlord
 7. Driver's License, BC ID, or BC Care Card
- Other forms of verification may be acceptable. Any verification must demonstrate two continuous years of residence. Please contact Pam Hill at ceg@gwaiitrust.com if you would like to discuss.
- Graduate programs and accredited full-time trades programs qualify for the lesser of the tuition paid or the annual maximum amount of \$3750.00.

Questions?

Please contact ceg@gwaiitrust.com with any questions about the Continuing Education Grant.

Sample application questions

This is a general outline of the type of information and questions asked in the application process. For the most up-to-date information, log onto our grant management system and download the questions into a PDF.

Applicant Information

1. Name
2. Have you lived on Haida Gwaii for the past 24 consecutive months (excluding time at school)?
3. Are you a first-time applicant?
4. Please provide your Social Insurance Number
5. Please provide details of previous Continuing Education applications
6. Provide a short essay outlining your educational goals and how the completion of this course/ these courses will help you achieve those goals

Post-Secondary Institution Information

1. Post-secondary institution name
2. Post-secondary institution address
3. Is this post-secondary institution a Government of Canada designated educational institute, or a Province of BC approved private training institution?
4. If not, provide written confirmation that this course is approved by an accrediting body in your field
5. Is this a post-secondary online course?
6. Name of program
7. Field of study

Choose one:

- Continuing Education
 - Certificate
 - Trades
 - Associate Degree
 - Diploma
 - Bachelors
 - Undergrad
 - Masters
 - Doctorate
8. Course(s) start date
 9. Course(s) completion date
 10. Number of courses
 11. Tuition cost
 12. Student fees
 13. Books or other required course materials cost
 14. Total amount requested
 15. Upload proof of registration
 16. Upload course outline(s)