



**Early Learning and Child Care**

**Tuition Support Program for Part-Time Students**

**Terms and Conditions**

**2023-2024**

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## Terms and Conditions

The Department of Education and Early Childhood Development (EECD) is pleased to offer the Tuition Support Program for part-time early childhood education (ECE) students not currently working in the sector. The objective of this program is to remove cost barriers for individuals wanting to enter the ECE profession in Nova Scotia but face barriers to full-time studies.

Students who are enrolled in a part-time early childhood education diploma program at an approved Nova Scotia post-secondary institution are eligible for up to \$1000 in course and textbook reimbursement in the 2023-2024 fiscal year. Applications for reimbursements must be submitted by the deadlines specified below for courses taken in the fall and winter academic semesters.

To be eligible for funding, students must meet all the eligibility criteria and follow the instructions for applying and reporting as described below.

Tuition support funding is available until March 31, 2024. Tuition support for the 2024-2025 fiscal year is dependent on EECD's funding availability.

### 1. Eligibility Criteria

To be eligible to receive reimbursement from the Tuition Support Program for the 2023-2024 fiscal year, students must:

- Be enrolled in a part-time early childhood education diploma program at a post-secondary institution approved by EECD (e.g., Nova Scotia Community College, Nova Scotia College of Early Childhood Education, Université Sainte-Anne).
- Submit the Tuition Support Program application form after completing courses by the due date for each academic semester – fall and winter (refer to Application Process on page 3).
- Be a permanent resident of Nova Scotia (temporary foreign workers, international students, or any other person in Canada on a temporary resident visa do not qualify).
- Commit to working at least 750 hours in regulated child care centres, the Pre-primary program, or an approved family home child care program within 12 months of receiving their diploma.
- Not currently working in the sector.

The following students are **not** eligible to apply:

- Students enrolled in a diploma program already funded by EECD.
- Students currently receiving other EECD funding (e.g., child care staff receiving continuing education funding for part-time studies, full-time students receiving an EECD bursary).

## Application Process for Course Reimbursement

### 2. Required Documentation

Applicants must complete and sign a Tuition Support Program application form that contains information for **each course** for which they are requesting reimbursement.

The post-secondary institution will submit to EECD proof of course completion and tuition costs. Applicants are required to submit a signed application form and receipts for textbooks (unless they are included in the fees charged by the institution).

### 3. Application Deadline

Application forms must be submitted after the completion of courses at the end of each academic semester.

Semester in which courses are completed	Application deadline
Fall 2023 (September 1-December 31)	February 29, 2024, 11:59 pm
Winter 2024 (January 1-April 30)	May 31, 2024, 11:59 pm

The cost of tuition cannot be carried over from one eligible year to another. Tuition support for the spring 2024 semester is dependent on EECD funding availability for the 2024-2025 fiscal year.

#### *Contact Information and Assistance with the Application*

The Tuition Support Program application form may be obtained from your post-secondary institution.

Applicants requiring additional information about the Tuition Support Program can email [ECetraining@novascotia.ca](mailto:ECetraining@novascotia.ca). Please write "Tuition Support Program for part-time students" in the subject line.

### 4. Submission of the Application Package

Completed applications and supporting documents must be emailed to [ECetraining@novascotia.ca](mailto:ECetraining@novascotia.ca) or mailed to:

Tuition Support Program for Part Time ECE Students  
Department of Education and Early Childhood Development  
Early Childhood Development & Pre-primary Branch  
PO Box 578  
Halifax, NS B3J 2S9

## Application Review and Approval Process

### 5. Applications Checked for Completeness

After the application form and supporting documents are received by EECD, they will be reviewed to ensure that the application has been properly completed. If the application form or supporting documents are incomplete, the applicant will be contacted by email or telephone to request the missing information. It will be the responsibility of the applicant to provide any missing information. EECD reserves the right not to approve any application that is not complete.

### 6. Eligible Expenses

The following expenses are eligible to be reimbursed: tuition and books.

If course books and/or materials are not included in the course tuition, original receipts must be provided for reimbursement.

### 7. Eligible Amount

The eligible maximum amount is \$1000.00 for course tuition and materials within the fiscal year ending March 31, 2024. The courses must be completed within the fiscal year. Application forms for winter semester courses that begin after January 1, 2024, and end by April 30, 2024, may be submitted until 11:59 pm on May 31, 2024.

If the applicant reaches the maximum amount of the reimbursement, they cannot apply for further reimbursement until the beginning of the new fiscal year, subject to EECD budget availability.

Acceptance of funds does not create an obligation for EECD to provide ongoing or future funding under this or other programs.

### 8. Notification of Approval/Denial

Following the review of the application, the applicant will be notified by email if their application for reimbursement is approved. Payment for the course reimbursement will follow by mail.

## Reimbursement and Reporting Process

The applicant will be reimbursed after their application is approved. The timeline for payment to applicants is dependent on the number of applications received and EECD's capacity to process payments.

## 9. Return of Service Requirement

Applicants who receive reimbursements will be required to work at least 750 hours within 12 months of completing their early childhood education diploma program. The 750 hours must be completed at a regulated child care, Pre-primary program, or an approved family home child care program.

## 10. Accountability Process

The Tuition Support Program **Return of Service Form** must be submitted by the applicant within 12 months of completing their program. Submission of this form is the responsibility of the applicant. The Return of Service Form can be found on our website at: <https://www.ednet.ns.ca/ece/training>.

The applicant is responsible to track and obtain confirmation of their hours worked from their regulated child care, approved family home child care, or Pre-primary employer. Employers are responsible for completing Section 2 of the Return of Service Form.

It is the responsibility of the applicant to notify the Department of Education and Early Childhood Development of any changes to their address or contact information.

The Return of Service Form **must** be sent when the required hours are accumulated within the required time frame to:

**By Email:** [ecetraining@novascotia.ca](mailto:ecetraining@novascotia.ca)

**By Mail:**

Tuition Support Program for Part Time ECE Students  
Department of Education and Early Childhood Development  
Early Childhood Development & Pre-primary Branch  
PO Box 578  
Halifax, NS B3J 2S9

## Repayment Process

### 11. Repayment Process

If the applicant fails to work the required number of hours in a regulated child care, approved family home child care, or Pre-primary program within the required time frame without reasonable cause as determined by the Department, the applicant must repay the total reimbursement received over the duration of their program.

If a student withdraws from their program, without reasonable cause as determined by the Department, they must repay the total reimbursements received at the time of withdrawal.

If the applicant is no longer working in a regulated child care, approved family home child care, or Pre-primary program prior to having accumulated the return of service hours, written notice must be

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forwarded to the Department of Education and Early Childhood Development with the arrangements for repayment of the reimbursements.

EECD may take steps to recover the funds provided, either from any future entitlements under provincial grant programs or through any other legal process available to EECD.

## **12. Taxable Benefits**

Depending on the applicant's personal situation, the tuition support reimbursements may or may not be a taxable benefit. The Department is not able to advise any applicant on the possible tax or other financial implications of the tuition support reimbursements. **For more information, applicants are advised to contact Canada Revenue Agency at: [www.canada.ca](http://www.canada.ca)**

## Appendix A – Definitions

For purposes of these Terms and Conditions the following definitions apply:

<b>EECD</b>	refers to the Department of Education and Early Childhood Development.
<b>Fiscal year</b>	refers to the provincial government business year which runs for the twelve months from April 1st of any given year until March 31st of the following year.
<b>Working hours</b>	refers to weekdays (Monday to Friday).
<b>ECE</b>	refers to Early Childhood Education.
<b>Family Home Child Care Agency</b>	refers to a business or organization registered with the Registry of Joint Stock Companies that is licensed under the Family Home Child Care Program Regulations to approve and manage family home child care in accordance with its family home day care program.
<b>Regulated Child Care Program</b>	refers to a licensed child care facility, family home child care agency and family child care homes.
<b>Family Home Child Care Provider</b>	refers to a person who is approved by an agency to provide a family home child care provided in the person's home. refers to the Department of Education and Early Childhood.
<b>Pre-Primary Program</b>	Development Pre-primary programs delivered through Regional Centres for Education and the Conseil scolaire acadien provincial across Nova Scotia.