

Child Care Application for Tuition Reimbursement

Section 92 of *The Child Care Regulations, 2015*, states the Minister may make a grant to a licensee of a facility for the reimbursement of tuition fees paid and required books purchased for courses in early childhood education that are successfully completed by a person for the purpose of meeting the requirements of these regulations, or for the purpose of upgrading his or her qualifications as an early childhood educator.

All Tuition Reimbursement Grant submissions must be received within one year following the completion of an eligible class.

You are not eligible to receive tuition reimbursement for courses/programs with no tuition fees/book costs, or if your tuition/book expenses are being paid fully by an alternative funding source (scholarship, bursary, grant, other source). If you are receiving alternative funding for tuition fees/book costs for less than \$1,500 per course, you may be eligible for tuition reimbursement for the portion not covered by alternative funding, up to \$1,500 per course. International students are not eligible for tuition reimbursement.

I hereby make application for tuition reimbursement for the following classes:

Applicant First Name	Applicant Middle Name <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other	Applicant Last Name
Previous Names (if applicable)	Gender	Birth Date (Year/Month/Day)
Start Date of Employment (Year/Month/Day)	<input type="checkbox"/> None <input type="checkbox"/> ECE I <input type="checkbox"/> ECE II <input type="checkbox"/> ECE III Current Certification Level	Certification Date (Year/Month/Day)
Primary Position	Current Hourly Wage (including wage top-up)	Employment End Date (if applicable) (Year/Month/Day)
Employment Type:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Over 64 hours/month <input type="checkbox"/> Part-time Under 65 hours/month <input type="checkbox"/> Casual <input type="checkbox"/> Summer Relief	
Entity Number	Facility Name Child Care Centre / Provider Name (including site name, if applicable)	

Course Name and Number	Name of Institution	Date of Completion	Tuition Amount	Book Amount
1.				
2.				
3.				
4.				
5.				

Application continues on the next page ...

Include the following **required documentation** confirming expenditures and successful completion of the above courses:

- Copy of tuition receipt from the institution as proof of payment. (Please write the class name and number of the receipt.)**
- Copy of receipt for required books/resources as proof of payment. (Please indicate which class each book is for.)**
- Copy of receipt for registration fees from the institution.**
- Copy of official transcripts or unofficial online transcripts from the institution indicating successful completion of courses.**

I hereby certify that this information is correct.

Signature of Board Representative/Family Child Care Home Provider Date (Year/Month/Day)

I certify that no alternative funding source has been received or previous or alternate claim has been made for the portion of the tuition fees and/or book costs for which reimbursement is requested.

Signature of ECE Employee/Caregiver Date (Year/Month/Day)

Email the completed application and required documentation to childcare@gov.sk.ca.