

## Early Childhood Education Tuition Reimbursement Application

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A reimbursement of up to \$5,000 per school year is available to help cover the tuition-related costs of recognized early childhood education (ECE) programs offered at post-secondary institutions in Manitoba that lead to an ECE II or ECE III certification in Manitoba.

The ECE Tuition Reimbursement will make ECE education more accessible by supporting more individuals to enter the Early Learning and Child Care (ELCC) workforce and those currently working in Manitoba's licensed ELCC system to obtain their ECE certification. Funding for the Tuition Reimbursement is provided under the Canada-Manitoba Canada-Wide ELCC Agreement.

### Eligibility

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The tuition reimbursement is available for:

- Students who are currently attending a part-time or full-time recognized ECE program at a Manitoba post-secondary institution in the 2024/2025 academic year (including the Workplace Program).

To qualify for the tuition reimbursement, applicants must also be

- A Canadian citizen or permanent resident
- Committed to working for two years in Manitoba's licensed Early Learning and Child Care (ELCC) sector following graduation

For a complete list of recognized educational programs in Manitoba, please visit:

[www.gov.mb.ca/education/childcare/students\\_workforce/info\\_classification.html#education](http://www.gov.mb.ca/education/childcare/students_workforce/info_classification.html#education).

### Application Requirements

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Applicants must complete the *ECE Tuition Reimbursement Application* form and submit it to Early Learning and Child Care based on the academic year of enrolment as follows:

- Academic Year 2023/24 – March 1, 2024
- Academic Year 2024/25 – March 1, 2025
- Academic Year 2025/26 – March 1, 2026

NOTE: Applications submitted after March 1st of the corresponding academic year will be considered but may experience delays in processing and response times.

Attach proof of enrollment into a certified ECE program at a Manitoba post-secondary institution, including

- a course listing
- proof of tuition costs for each term
- receipt issued by the institution

## **Submitting the Application Electronically** (Electronic or ink signatures are acceptable.)

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**Adobe Acrobat**—For optimal use of the PDF application form, download Adobe Acrobat Reader or an Adobe Acrobat product as follows:

1. A free copy of Adobe Acrobat Reader can be downloaded at <https://get.adobe.com/reader/>.
2. Download the Early Childhood Education Tuition Reimbursement Application (PDF) and open it in Adobe Reader DC.
3. Fill in the application form and press Submit.

**Email (preferred method)**—Applications, along with required supporting documents, can be sent to [ECETuition@gov.mb.ca](mailto:ECETuition@gov.mb.ca) with “*ECE Tuition Application*” in the email subject line.

## **Submitting the Application by Mail**

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### **Mail applications to:**

Early Learning and Child Care Division  
Department of Education and Early Childhood Learning  
Attention: Child Care Information Services  
210–114 Garry Street, Winnipeg, MB Canada R3C 4V4

Early Learning and Child Care Division will

- Review and approve applications.
- Provide notification about the status of your application.
- Mail cheques to successful applicants by Canada Post.

NOTE: Please be advised ELCC will not be tracking the cheques. Lost cheques will not be reissued.

If you have questions about this initiative or application, please visit the Frequently Asked Questions at [www.manitoba.ca/education/childcare/students\\_workforce/ece\\_tuition\\_support.html](http://www.manitoba.ca/education/childcare/students_workforce/ece_tuition_support.html) or contact Early Learning and Child Care at [ECETuition@gov.mb.ca](mailto:ECETuition@gov.mb.ca), 204-945-0776, or toll free in Manitoba at 1-888-213-4754.

## Early Childhood Education (ECE) Tuition Reimbursement Application

Please complete all sections. Failure to do so may delay payment approval.

### Section 1: Personal information

Legal name (as it appears on ID): \_\_\_\_\_

Birthdate (yyyy/mm/dd): \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Section 2: Academic Information

Academic Institution and Campus: \_\_\_\_\_

Name of ECE Program: \_\_\_\_\_

Check one:      ECE II Program      ECE III Program      Student Number: \_\_\_\_\_

Start date in program (yyyy/mm): \_\_\_\_\_ Expected completion date (yyyy/mm): \_\_\_\_\_

2024/2025 graduation date (if applicable, yyyy/mm): \_\_\_\_\_

### Section 3: Applicant's Declaration and Consent

Your personal information is protected by The Freedom of Information and Protection of Privacy Act. Any other use, or disclosure, of your personal information by the Department of Education and Early Childhood Learning must be authorized by you or must be authorized under the act.

I declare that

- I am a Canadian citizen or a permanent resident.
- Upon receiving this reimbursement, I will work in Manitoba's ELCC sector for two (2) years following graduation.
- I understand that this reimbursement is only for tuition-related costs in a recognized post-secondary ECE program in Manitoba.
- I understand that I may not be eligible if I have already received other financial support to cover my ECE tuition fees, such as employer funding or tuition scholarships/bursaries.
- I have attached proof of enrollment in an ECE program with my application, course listing, as well as proof of tuition cost and proof of tuition payment.
- I must repay the funds upon demand, if I fail to provide complete and accurate information.

I hereby authorize the Department of Education and Early Childhood Learning to share information with educational institutions, government agencies or authorities, and any other persons considered necessary to verify and investigate this application; for administering and enforcing the terms of the reimbursement and any laws relating to this reimbursement; and for maintaining and analyzing statistical information as may be required by Manitoba and/or Canada.

Applicant Signature:

Date:

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