

New Brunswick Youth in Care Scholarship

Like we mentioned previously, we have launched a new pilot program to support eligible New Brunswick youth who are currently or were formerly in care, by covering the tuition and mandatory fees for their post-secondary studies.

We thank you for your help with the 'Assessment Phase' and are happy to say:
If you are receiving this information, it means one of your students
has been conditionally selected to receive the scholarship.

Here is what you need to know about The Disbursement Phase

A student enrolled at your institution, has been conditionally selected* to receive the scholarship.

**See the definitions on page 2.*

Here are the last requirements to receive that student's tuition and mandatory fee on their behalf.

- 1- As mentioned at the end of the assessment phase, with this confirmation email, **you can mark in your system** that The NBCC Foundation will be covering this student's tuition and mandatory fees in 1 payment for the fall term and 1 payment for the winter term in the amount specified in the email.

***If this student's tuition and mandatory fees have already been:**

- a) **Marked to be withheld from the student aid or even if you already received the student aid portion.** Exceptionally this term, GNB's *Student Financial Services* have asked that you use the *0320-YIC scholarship** to pay the tuition and mandatory fees and issue a reimbursement to the student (per your institutions' reimbursement policy) of the amount withheld from the student aid portion.
- b) **Paid in any other way then student aid.** Please use the *0320-YIC scholarship** to cover the tuition and mandatory fees. Then following your institutions reimbursement policy, please issue a reimbursement to the student for the surplus amount left from the added scholarship money.

The **timeline for the disbursement** of the scholarship to the institution is within 10 business days **AFTER** the '*last day of tuition reimbursement**' of said institution **for fall and winter term individually.** **Please send us this LAST DAY FOR TUITION REIMBURSEMENT for your institution (fall and winter).** *Please let us know if you are unsure or need special arrangements made, due to different circumstances then the status quo.

- 2- Between the day you received this email and the date of the last day of tuition reimbursement for each term, **we will need two invoices from your institution.** These invoices need to be 1 for each term, in the total amount of the student's tuition and mandatory fee PER TERM, as specified in the email. It can be invoiced to The NBCC Foundation Inc.

*For the **institution with rolling admissions**, with no separate terms in the study program, please send two invoices with half of the full-tuition amount and mandatory fees specified in the email for the year, on each invoice.

On or with the invoices please **provide the preferred method of payment and information required to do so.** We can send payment via EFT, e-transfer (interact) and PayPal. If these methods are not sufficient, please contact us to discuss options.

In Summary...

Please **send the 2 invoices + date of last day of tuition reimbursement + preferred method of payment** with the information required to do so, **via email to claudette.gallant@ccnb.ca**.

- 3- A little before the disbursement timeline mentioned above, The Foundation will reach out to your institution via email to confirm that the students have started and/or are still 'in class' and have not withdrawn.

With the confirmation from #3, following the disbursement timeline, The Foundation will send your institution the scholarship for the first term per your first invoice. Please apply the payment to the student's tuition and mandatory fees as agreed. If the student has already paid the tuition and mandatory fees, please refer to the rectangle information in #1.

****If, for any reason the student withdraws from your institution, and a tuition and/or mandatory fees REIMBURSEMENT must be done, the money shall be sent back following these guidelines.***

- a) **If the student received student aid, the 0320- YIC scholarship amount shall be returned to GNB's Student Financial Services per the usual process and NOT be given to the student.**
- b) **For all others, the 0320-YIC scholarship shall be returned to the NBCC Foundation and NOT be given to the student.** You can contact us on methods available to return the payment.

- 4- **Your institution is responsible for providing the student with a T4A.** You can follow your institution's policy for distribution to the student. Please keep track of reimbursement due to withdrawal, as it could mean an amended T4A would be required.

****If the T4A policy of your institution doesn't allow you to produce the T4A, please advise us at the NBCC Foundation as soon as possible. Special measures will be arranged.***

Definitions

0320-YIC Scholarship: 0320- New Brunswick Youth in Care Scholarship

Conditionally selected: The condition in this case is that the student is still enrolled and in class.

Last day of tuition reimbursement: date of the last day that a student can withdraw from their study program and receive a full or partial tuition and/or fee reimbursement.

Institution with rolling admissions is a post-secondary institution where you can start your program in any month of the year i.e., the institution offers enrollment throughout the year and is not tied to traditional semesters.

We also consider as rolling *admission institutions* those that have a semester, module, block, etc., structure different from the traditional fall and winter semesters.

In class: The student must maintain enrollment and be engaged in their academic program to remain eligible for the scholarship.

TheNBCCfoundationInc.ca

Please visit our website to consult the **Frequently Asked Questions rubric** and see the online application form.

You can use the [F-0320 link](#) at multiple places on our website. There, you can also access [specific information for the guidance office, counsellors, registrars and other post-secondary institution staff](#).



The NBCC Foundation Inc.
Support Achievement!

