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## Early Childhood Education (ECE) On-Campus Field Placement Bursary Program

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<b>Policy No.:</b>	<b>ELCD-BUR-003</b>
<b>Effective Date:</b>	<b>April 1, 2017</b>
<b>Date Revised:</b>	<b>September 1, 2023</b>
<b>Policy Cross References:</b>	<b>n/a</b>
<b>Legislative References:</b>	<b>n/a</b>

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### PURPOSE:

The purpose of the Early Childhood Education (ECE) On-Campus Field Placement Bursary Program (formerly Summer Institute Bursary) is to provide support to ECE students who are required to attend an on-campus field placement. Well trained early childhood educators are an essential component of a regulated child care service and is the main determining factor in the level of quality provided by these services. The ultimate goal of this bursary program is to support ECEs within the province to upgrade their educational qualifications which will, in turn, enhance the quality of regulated child care services available to children and families in Newfoundland and Labrador.

The intent of the ECE On-Campus Field Placement Bursary is to help reduce financial barriers by providing assistance to candidates who have successfully completed a required on-campus field placement at a College of the North Atlantic (CNA) campus as a part of the ECE distance education program. The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) will provide the ECE On-Campus Field Placement Bursary to those who qualify as per the policy below.

### POLICIES AND PROCEDURES

1. **Definitions:** The following definitions will apply in interpretation of these policies:
  - i. **Demonstration child care centre:** A child care centre that has been approved as part of the Early Childhood Education program at a CNA Campus in Newfoundland and Labrador.
  - ii. **ECE Faculty Supervisor:** The CNA Instructor overseeing the applicant's field placement.
  - iii. **On-campus field placement:** A required field placement at a demonstration child care centre site connected directly with the ECE program at a CNA campus.

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## **2. Bursary Amount:**

- i. The eligible bursary amount is \$835 per week, up to \$2,500 in total to Early Childhood Education (ECE) students who are required to attend the on-campus field placement.

## **3. Eligibility:**

- i. To qualify for the ECE On-Campus Field Placement Bursary, eligible candidates must:
  - a. Be enrolled in distance or online delivery of the ECE Program at CNA;
  - b. Successfully complete the required on-campus field placement at one of the CNA campuses as a requirement of completing an ECE program; and
  - c. Submit the completed application within 6 months of successful completion of each field placement.

## **4. Application:**

- i. Applications are to be submitted to AECENL and are available on the AECENL website at: [www.aecenl.ca](http://www.aecenl.ca).
- ii. A completed application form must include confirmation of successful completion of the field placement by the ECE Faculty Supervisor (signature required).
- iii. Applications and supporting documentation must be submitted to AECENL by mail, email, or in person.
  - a. If submitting information via e-mail:
    - i. Put your name and the name of the bursary you are applying for (ECE On-Campus Field Placement Bursary) in the subject line;
    - ii. Attach all documents in the same email; and
    - iii. Only PDF files will be accepted.
- iv. Submit the following banking information (for first time applicants and when information has changed):
  - a. Direct deposit form or void cheque;
  - b. Copy of social insurance number (SIN) or confirmation of temporary SIN expiration date (if applicable);
  - c. TD1 – hand signed (no electronic signatures); and
  - d. TD1NL – hand signed (no electronic signatures).

## **5. Decision/Notification:**

- i. AECENL will assess the application and determine eligibility based on the information submitted.

- ii. Incomplete applications will be returned to the applicant within 10 business days of receipt of the application.
- iii. Once determined as eligible, AECENL will process the financial payment.
- iv. Applicants will be advised in writing by AECENL within 10 business days of receipt of an application package if eligible or ineligible.

#### 6. Application Submission:

**By Email:** [ecebursary@aecenl.ca](mailto:ecebursary@aecenl.ca)  
**By Mail:** ECE On-Campus Field Placement Bursary  
P.O. Box 8657, St. John's, NL  
A1B 3T1

**By Courier or  
by hand:** 59 Pippy Place, Suite 2A, St. John's, NL

**ECE On-Campus Field Placement Bursary Inquiries:** (709) 726-3044 or  
[ecebursary@aecenl.ca](mailto:ecebursary@aecenl.ca)

**Please Note:** *In accordance with the Financial Administration Act, payment of any obligation arising from the approval of the ECE On-Campus Field Placement Bursary Program is subject to there being available funding in the Government fiscal year in which the payment comes due.*