

**APPLICATION FOR BURSARY / TEXTBOOK or CODE BOOK REIMBURSEMENT**

From the

**ELECTRICAL INDUSTRY BURSARY FUND OF BC**

(On behalf of Members of IBEW Locals 213, 230, 993 and 1003)

**INSIDE WIRE AGREEMENT**

<b>A. MEMBER INFORMATION</b>																		
NAME		IBEW LOCAL NUMBER:	SOCIAL INSURANCE NUMBER															
ADDRESS (No. and Street)		CITY	PROVINCE POSTAL CODE															
<b>B. PROGRAM INFORMATION</b>																		
NAME OF EDUCATIONAL INSTITUTION OFFERING COURSE:		NAME OF PROGRAM OR COURSE:	LEVEL:															
ADDRESS OF INSTITUTION (No. and Street)		CITY	PROVINCE POSTAL CODE															
COURSE START DATE:	COURSE COMPLETION DATE:	TUITION AMOUNT (FOR IN CLASS PORTION OF PROGRAM/CLASS)																
<b>C. BURSARY / REIMBURSEMENT CRITERIA</b>																		
<p>A Bursary of up to \$750* is available for Members attending Apprenticeship Training to assist with the costs of tuition. In order to be eligible for this Bursary, the training must meet the criteria outlined in Section C(2) below. In addition to the Bursary to assist with tuition, the cost of Textbooks for each apprenticeship training level and one code book per apprentice will be reimbursed, up to the standard IBEW rate, upon presentation of receipts. Please indicate in Section C(3) below, which of these amounts you are claiming and the total amount you spent on each. Receipts for all expenditures must be submitted along with this completed form. *\$500 maximum for successful completion of eligible courses earlier than May 1, 2025</p>																		
<b>(1) Attendance at Union Meetings:</b>																		
You must have attended at least 4 Union Meetings in the previous 12 months. Note: Union Orientation and Code of Excellence may count as a Union Meeting. Please list the dates of the 4 Union Meetings that you attended below:																		
Union Meeting Date #1:		Union Meeting Date #2:																
Union Meeting Date #3:		Union Meeting Date #4:																
<b>(2) Qualifying Program:</b>																		
The coursework portion of the apprenticeship program for which you are claiming a Bursary must satisfy the following criteria:																		
<ul style="list-style-type: none"><li><b>Duration/Instruction:</b> Lasted at least 3 consecutive weeks and during that time required you to spend at least 12 hours of instruction in the month on the course or courses in the program.</li><li><b>Designated Educational Institution:</b> Offered through a "designated educational institution" as specified in the <i>Income Tax Act</i> (Canada).</li></ul>																		
The following institutions offering electrical apprenticeship programs commonly attended by Union members qualify as <i>designated educational institutions</i> :																		
<table border="0"><tbody><tr><td>▪ Electrical Joint Training Committee</td><td>▪ British Columbia Institute of Technology</td><td>▪ Kwantlen Polytechnic University</td></tr><tr><td>▪ University of the Fraser Valley</td><td>▪ Okanagan College</td><td>▪ College of the Rockies</td></tr><tr><td>▪ Selkirk College</td><td>▪ Thomson Rivers University</td><td>▪ College of New Caledonia</td></tr><tr><td>▪ Coast Mountain College</td><td>▪ Northern Alberta Institute of Technology</td><td>▪ Camosun College</td></tr><tr><td>▪ Vancouver Island University</td><td>▪ North Island College</td><td></td></tr></tbody></table>				▪ Electrical Joint Training Committee	▪ British Columbia Institute of Technology	▪ Kwantlen Polytechnic University	▪ University of the Fraser Valley	▪ Okanagan College	▪ College of the Rockies	▪ Selkirk College	▪ Thomson Rivers University	▪ College of New Caledonia	▪ Coast Mountain College	▪ Northern Alberta Institute of Technology	▪ Camosun College	▪ Vancouver Island University	▪ North Island College	
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A list of other <i>designated educational institutions</i> can be found at: <a href="https://www.canada.ca/en/employment-social-development/programs/designated-schools.html">https://www.canada.ca/en/employment-social-development/programs/designated-schools.html</a>																		
Note: ELT Courses are not eligible for bursaries or reimbursements.																		
<b>(3) Qualifying Expenses:</b> ✓ those that apply																		
Indicate below, the amount being claimed for one or more of the following expenses: ( <i>Please indicate the amount being claimed in respect of each expense</i> )																		
<input type="radio"/> Bursary (indicate tuition fee): \$_____ (Bursary cannot exceed actual cost of tuition) Level: _____																		
<input type="radio"/> Textbook cost: \$_____ Please indicate textbook course level: _____																		
<input type="radio"/> Code book cost: \$_____																		
Note: - Only 1 code book per Apprentice may be claimed. - Reimbursement will be limited to the standard IBEW rate for the code book and textbooks regardless of the amount paid.																		

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## D. MEMBER CERTIFICATION AND SIGNATURE

I, the undersigned, hereby certify that:

- (i) I successfully completed the course listed in Section B on the date specified in Section B;
- (ii) I attended the meetings listed in Section C(1);
- (iii) the coursework portion of my apprenticeship program satisfies the criteria listed in Section C(2);
- (iv) **I understand and acknowledge that if any of the criteria in Section C(2) are not satisfied, the amount received from the Electrical Bursary Fund of BC may be taxable income and I will be responsible for reporting and paying any tax due.**

SIGNATURE OF MEMBER:

DATE:

## E. UNION CERTIFICATION AND SIGNATURE *(To be completed by the Union)*

I, the undersigned, hereby certify on behalf of the Union Local noted in Section A above ("Union") that:

- (i) the Member named in Section A above is a Member in Good Standing of the Union and attended the meetings listed in Section C(1);
- (ii) the Member has successfully completed the course listed in Section B.

BUSINESS MANAGER/ AUTHORIZED SIGNATORY OF THE UNION:

DATE:

*This form must be signed by an authorized Union official*

**\*THIS FORM AND SUPPORTING RECEIPTS MUST BE SUBMITTED WITHIN 90 DAYS OF SUCCESSFUL COMPLETION OF THE COURSE\***

**\*\*YOUR LOCAL'S BUSINESS MANAGER or AUTHORIZED SIGNATORY OF THE UNION, MUST SIGN THIS FORM BEFORE SUBMISSION TO THE PLAN\*\***

MAIL or EMAIL THIS COMPLETED FORM (along with receipts) TO:

**Electrical Industry Bursary Fund of BC c/o CONVYTA, Suite 501 – 4445 Lougheed Hwy, Burnaby BC V5C 0E4**

**Email: [IBEWBursary@convyta.com](mailto:IBEWBursary@convyta.com)**