

### Parent on a Work Permit

In order for a K-12 student to be eligible for a provincially funded education in British Columbia (BC), the student and his or her biological parent(s) must meet specific criteria. These criteria are determined by the BC Ministry of Education and not by individual school districts. For more information you can review the [BC Ministry of Education Eligibility of Students for Operating Grant Funding site](#).

Parent(s) and child must have already arrived in BC and be currently residing in the Surrey School District (Surrey or White Rock). Applications are accepted for consideration at any time of year.

### Is My Child Eligible for Funding?

- You are lawfully admitted to Canada for temporary residence and authorised to work for a period of one year or more
- You are, or will be employed for at least 20 hours per week
- You and your children have arrived in BC and are residing in Surrey or White Rock
- You submit all of the required documents

### Required Documents

1. Funding Eligible **Application Form** (one per child)
2. **Original Birth Certificate** **OR** **Household Registry** with English translation by a [certified translator](#)
3. **Child's passport photo page**
4. **Child's Canadian entry stamp**
5. **One** of the child's following:
  - Electronic Travel Authorization (ETA)
  - study permit
  - visitor record
  - visitor visa
6. **Biological parent(s) passport photo page**
7. **Biological parent(s) Canadian entry stamp**
8. **Biological parent(s) work permit** that is valid for a period of one year or more

### SD36 English Language Learner Welcome Centre

Unit #120 - 7525 King George Boulevard. Surrey, BC V3W 5A8

Phone: 604-543-3060 / Fax: 604-592-2139 / [www.surreyschools.ca/welcomecentre](http://www.surreyschools.ca/welcomecentre)

9. **Proof of address** in the name of the biological parent:
  - [Rental Agreement](#) (all 6 pages) or mortgage documents (all pages) **OR**, a utility (cable, electricity or gas only) bill
  - These are the only documents that will be accepted (no cell phone bill, bank statements, etc.)
10. **Biological parent(s) proof of employment** which can be a letter from your employer **OR** pay slip that:
  - Must show hours worked per week, employer/company name with contact information **and** be signed by supervisor
  - Must be dated same month of the application

### **Application Process**

1. Complete the Funding Eligible Application Form.
2. **Email all documents in one email** to [ministryfunded@surreyschools.ca](mailto:ministryfunded@surreyschools.ca).
3. You will receive an automatic email reply and this is confirmation we have received your application (only one auto reply per day).
4. Your application will be reviewed and if you are missing any documents, you will be emailed a list of what is still required.
5. Upon approval of the application, you will be emailed a Letter of Acceptance (LOA) per child, English Language Learner (ELL) Assessment Notice (with the date and time of your child's English assessment), along with instructions on how to register at a school.

### **Application Tips**

- Submit an application **for each child**
- For language assistance, please contact 604.543.3060
- All documents must be sent in JPEG or PDF files only

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**Questions?**

**Funding Eligible International Students  
English Language Learner Welcome Centre**



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