



School District 69 Qualicum
Collaborative Education Alternative Program

CEAP Learning Centre | Box 1000 | 266 Village Way | Qualicum Beach, BC V9K 1T3
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ceap@sd69.bc.ca | www.ceap.ca

User Guide for Financial Allocation

Amount Provided: The BC Ministry of Education has placed a cap of \$600 per student, on the amount which DL schools may provide to support learners. Funding through CEAP is provided, based on need, to assist in the provision of appropriate curriculum in all areas, or to support specific student learning needs. The total amount to be provided is based on the identification of need AND the date of enrollment:

Per student amounts:

- *Enrolled before Oct 1st: \$600*
- *Enrolled before February 1th: \$300*
- *Enrolled after February 1st, but prior to May 1st: \$200 per student*
- *After May 1st: No per student learning support funding provided*

Prior to funding being released:

- Must have signed Learning Plan
 - Online form submitted and approved by teacher – Link to online form below
 - **FOR K-7** <https://www.sd69.bc.ca/school/CEAP/Pages/Service-Provider-Approval-Form.aspx#/=>
 - **FOR 8-12** <https://www.sd69.bc.ca/school/CEAP/Pages/8-to-12-Service-Provider-Approval-Form.aspx#/=>

****Please note**** Once the form has been completed and sent by you, the teacher will approve or deny and forward to the Accounts Secretary. You will then have an email informing you and the Service Provider of the approval for the fund amount and information to start invoicing CEAP directly. IF it is not approved you will receive an email from the Accounts Secretary informing you of the reason for the denial.

Other Stipulations:

- Max. \$50 limit on consumable resources per student – Staples Card gift card/Park West gift card
- Max. payment per month for Approved Service Provider \$150.00
- **All payments MUST be made thru CEAP. We are not able to reimburse for any funds paid out of pocket as per Ministry Standards**

Purchases or Services NOT approved by CEAP:

- Equipment, with capital value, including computers, printers, sports equipment, cameras, etc.
- Furniture
- Personal clothing items including uniforms, swimwear, backpacks, gym shoes, etc.
- Insurance

- Travel expenses, including gas, bus tickets, ferry fees, accommodations charges, etc.
- Restaurant or food purchases

ANNUAL DEADLINE FOR ALL APPROVED SERVICE PROVIDER REQUEST – MAY 1ST.