

2023 CCBC Grant Funding Confirmation of Registration Guidelines

Effective September 2023



When processing the payment of the approved funds for the post-secondary institutions, The New Car Dealers Foundation of BC requires a completed NCD Foundation Grant Payment form along with a valid current proof of enrolment (POE) document.

For a POE document to be considered as valid, it must meet the following six mandatory criteria:

Mandatory Criteria	Notes
1. Full name of student	Must include the student's first and last name
2. School name	Letterhead, school logo or website address of the post-secondary educational institution
3. Academic term and year enrolled	Must be current or within six months following the end of the latest completed term
4. Date issued	Date of when the POE document was issued
5. Program of study	Program name or list of enrolled courses
6. Full-time or part-time status	Can be indicated in number of weeks and/or hours per academic session to determine enrolment in a qualifying educational program or specified educational program

Valid and Invalid POE Examples

Please note that the documents are not limited to the following examples and a combination of documents may be necessary to confirm the applicant's enrolment status.

Valid Document	Invalid Document
<ul style="list-style-type: none">Enrolment letterInvoice* or receipt of deposit paid for tuition or on-campus school residenceTranscriptTuition and Enrolment Certificate (T2202, T2202A or TL11A)Acceptance letter*Electronic document **	<ul style="list-style-type: none">Offer of admissionStudent card

NOTES

* If an invoice or acceptance letter indicates a minimum tuition is required to secure a seat in the program, NCDF will not redeem more than the amount on the invoice or acceptance letter. Additional valid POE or confirmation of registration is required to redeem the remaining approved grant amounts.

**An electronic document may include a screenshot or attachment to an email, or the email correspondence issued by the school itself. The document must illustrate the six mandatory criteria in order to be valid.