



## CWRG PROGRAM: TERMS & CONDITIONS

1. By accepting an admission or waitlist offer for the HCA Diploma Program through the Community Workforce Response Grant Program (CWRG Program), you are required to commit fully to program completion. Seats are extremely limited, and those who participate in the opportunity must understand and be able to meet the commitment involved.
2. Should a participant or waitlisted candidate determine they are unable to commit to the full program duration, they must notify a BC Care Providers Association (BCCPA) representative within **three days** of the program start date, so that another eligible candidate may be given the opportunity to participate.
3. It is the responsibility of the participant to understand the purpose of the program and to participate in good faith. Should a participant require additional academic support, they should contact Discovery Community College (DCC) for advising opportunities immediately.
4. The first week of classes is probationary and BCCPA reserves the right to rescind an admission or waitlist offer. If your offer is revoked, you will be ineligible to receive reimbursements for any expenses incurred during the probationary period.
5. Admitted applicants who fail to complete the program may be liable for fulfilling the incurred costs of the skills training and may become ineligible to participate in future government grant opportunities.
6. As per program eligibility, you certify that you have completed any other federally or provincially funded training programs prior to participating in the HCA Diploma Program under the CWRG Program, if applicable.
7. The submission of your Personal Information Form (PIF) is a critical component of your eligibility to participate in the program. You agree to submit this mandatory form via the link provided and by the deadline noted in your offer letter and



understand that failure to submit your PIF will result in your ineligibility to participate in the program.

8. If you are an active claimant of Employment Insurance (EI) benefits, you must indicate this information on your PIF and complete the form as soon as possible to avoid any disruptions in payment of EI benefits.
9. If you are an active claimant of Income Assistance (IA) benefits, you must indicate this information on your PIF and contact an Employment Assistance Worker at the SDPR Delivery Division to ensure training received under the CWRG program will not affect your IA benefits. For questions, please contact SDPR at 1 866-866-0800.
10. If you become an active EI client after the program start date (i.e., during your program), you must inform BCCPA as soon as you apply, and they will send you a Section 25 Referral Form to be completed and submitted back to the Ministry for authorization of your request to receive EI benefits while attending training.
11. Claim payment are issued on a semi-monthly basis. All submissions must be received at least 7 days prior to the semi-monthly pay out schedule dates. Any amounts received by BCCPA after the 8th or 23rd day of the month will be applied to the following pay out period. Please be advised, this Term for the claim reimbursement process may be modified by BCCPA at any time.
12. By accepting any EFT payments from BCCPA, you certify that payments for your eligible expense claim(s) for the coinciding pay out period/monthly training allowance payments have been received by you in full and without dispute.
13. After submitting your final expense claim/monthly training allowance declaration for any eligible reimbursements, you must complete a Reimbursement Verification Form (RVF) for record-keeping purposes. You will be required to sign and submit this form to BCCPA as part of the final student reporting requirements.
14. All standard claims for expenses incurred during the program must be submitted to BCCPA within **two weeks of the program end** date. For those eligible to receive a monthly training allowance, your final training allowance request must be submitted **prior to the program end date**. Any claims received after this date



will become ineligible for reimbursement.

15. Participants are responsible for ensuring any purchases made are eligible for reimbursement prior to submitting their claim request, including childcare, transportation, and any other eligible supports. Please be advised, this Term for the claim reimbursement process may be modified by BCCPA at any time.
16. Claim requests will only be reimbursed for items deemed eligible. All claims submitted are subject to approval by BCCPA. Submitted expenses may be deemed ineligible even if they are in accordance with eligibility, and we reserve the right to reject a claim for reimbursement for any reason. Large purchases should be pre-approved by BCCPA prior to purchase to ensure you will be reimbursed.
17. Students eligible to receive available funds through a monthly training allowance must re-declare their eligibility every 30 calendar days through the monthly training allowance declaration form. Failure to attest your eligibility will result in suspension of payments until a declaration is submitted for the corresponding period.
18. Participants receiving a monthly training allowance are responsible for claiming income in accordance with the Canada Revenue Agency (CRA).
19. For participants receiving a monthly training allowance, the maximum monthly allowance issuance is capped at \$1,500 per 30-day period.
20. Students receiving a monthly training allowance are not eligible to submit expenses for reimbursement while actively receiving an allowance.
21. The maximum total amount eligible for reimbursement under the participant financial supports portion of the grant funding is up to \$5,000. Any additional costs incurred during your training exceeding this standard amount will be ineligible for reimbursement and participants will be responsible fulfilling any associated payment obligations.
22. All receipts submitted for claim reimbursement should be done in a timely manner and must clearly indicate the following information:
  - Date of the transaction;



- Clear indication that the payment has been made in full;
- Itemized expense amounts;

The participant is responsible for ensuring all above information is contained on their submitted receipts. BCCPA reserves the right to request additional information to validate student claims. Claims will be processed once all necessary documentation is received. Expenses submitted must be for purchases dated no more than three months prior to the claim submission date.

23. As a condition of program acceptance, all students must agree to participate in a post-training grant outcomes evaluation for official reporting purposes.
24. As a condition of program acceptance, all students must agree to share their success stories outlining how the CWRG Program has benefitted them.
25. Acceptance to participate in the program is contingent on submission of proof of all prerequisites, including but not limited to criminal record checks, vaccinations, and other academic records by DCC's deadlines.
26. While attending training as an HCA Training Program participant at DCC, students may not exceed 30 hours of work per week.
27. You certify that all information submitted in your formal application to the HCA Diploma Program at DCC through the CWRG Program is true and correct.
28. BCCPA reserves the right to modify the student terms & conditions at any time and without prior notice.