

**MINISTRY OF ADVANCED EDUCATION
DECISION NOTE**

Date:	February 13, 2014
Cliff#	96566
File#	
Version #	1

PREPARED FOR: Honourable Amrik Virk
Minister of Advanced Education

ISSUE: English as a Second Language (ESL) Tuition-Free Policy

BACKGROUND:

When the Canada-BC Immigration Agreement (CBCIA) expires on March 31, 2014, the Ministry will lose a \$5.4 million annual recovery that funds nearly 80 percent of the Province's tuition-free policy for adult ESL in the public post-secondary system.¹ This is in addition to the loss of \$17.117 million in annual revenue from the CBCIA that has historically been reported to Citizenship and Immigration Canada (CIC) as supporting the base funding of adult ESL programs at 17 institutions.

The tuition-free policy for ESL came into effect on April 1, 2012 as part of the Ministry's effort to improve compliance with CIC's accountability requirements. The funds are transferred from the Agreement under a Memorandum of Understanding (MOU) with the Ministry of Jobs, Tourism and Skills Training.

Under federal funding criteria, the \$5.4 million could only be used to cover the tuition for federally eligible students; i.e. immigrants who are permanent residents and who have not yet acquired their Canadian citizenship. Concurrently, a decision was made that the province would extend the tuition-free policy to Canadian citizens – through provincial funds designated under the Adult Basic Education Student Assistance Program (ABESAP), at an estimated cost of \$1.5 million. This was to ensure that permanent residents and Canadian citizens were treated equally. The tuition-free policy does not apply to international students.

On April 1, 2012, institutions began recording the immigration status of students who registered for ESL programs, and invoicing the Ministry for the tuition that would have been charged for each course.

DISCUSSION:

The loss of annual recoveries from the CBCIA will have an impact on institution budgets and on ESL. The Ministry is seeking to secure one-time funding to support the transition of post-secondary ESL programs over 2014/15, to an environment where CIC directly administers the majority of immigrant settlement programming. These funds would temporarily restore the approximately \$17 million to be removed from post-secondary operating grants, based on their ESL delivery. The Ministry does not have the resources to replace the \$5.4 million for tuition reimbursement.

With the loss of the federal recoveries, the Ministry is no longer bound by a tuition-free policy and is committed to reviewing the policy. Allowing institutions to charge tuition once again will make it financially more feasible for them to meet their mandate², and continue to offer some level of ESL programming for immigrant students.

¹ This represents the portion of the policy applicable to federally eligible students.

² Under the *College and Institute Act* (as part of Adult Basic Education) and *University Act (Designation of Special Purpose, Teaching Universities Regulations)*; and in annual Government Letters of Expectation.

Should the ESL tuition-free policy be rescinded, it is recommended the Ministry work with institutions, through the two sector associations (BC Colleges and BC Association of Institutes and Universities) to determine appropriate tuition levels that would allow institutions to continue to deliver ESL programs and meet the demand from immigrant students.

OPTIONS:

Option 1: Rescind the ESL tuition-free policy beginning September 1, 2014 and work with institutions to reset ESL tuition at a level that works for institutions and students.

Pros:

- Nearly 80 percent of the tuition-free policy is supported through federal funds. Given the loss of federal recoveries, the Ministry is no longer bound by a tuition-free policy.
- No additional provincial funds are available to replace the \$5.4 million and institutions will continue to have a mandate to deliver ESL.
- Reinstating tuition fees will make the continued delivery of ESL programs for immigrants more financially feasible for institutions.
- Many students can afford to pay for their ESL courses and those with financial need will be eligible to have their tuition, books and transportation costs covered under ABESAP - in essence returning to the model that was in place before the tuition-free policy was implemented.
- Aligns with potential changes to ABE tuition policy.
- A tuition-free policy for provincially-funded ESL programs may appear superfluous, given the entirely cost-free programs that will be funded by Citizenship and Immigration Canada after April 1, 2014.

Cons:

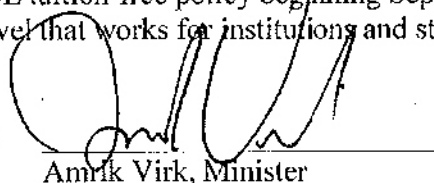
- May lead to a decline in demand for ESL courses at public post-secondary institutions.
- Will draw criticism from immigrant, multicultural and students groups.

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RECOMMENDATION:

Option 1: Rescind the ESL tuition-free policy beginning September 1, 2014 and work with institutions to reset ESL tuition at a level that works for institutions and students.

Approved / Not Approved


Anrilk Virk, Minister

Date:

Feb 19/2014

Prepared by:	Barbara Binczyk, Senior Policy Advisor Colleges and Skills Development	Reviewed by:	
Phone #:	250-387-6174	Executive Director	
		Assistant Deputy Minister	
		Deputy Minister	

MINISTRY OF ADVANCED EDUCATION DECISION NOTE

PREPARED FOR: Sandra Carroll, Deputy Minister

ISSUE: Reinstating student tuition fees for Adult Basic Education and English as a Second Language courses in the public post-secondary system

BACKGROUND:

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DISCUSSION:

Two considerations are central to the implementation of the new tuition policy: 1) The balance between sustainability of the programs and ensuring access for students, and 2) What leverage the Ministry could apply to influence the new tuition levels.

In the past, AVED has had minimal involvement with tuition fees for ABE and ESL, apart from implementing the tuition-free policies. When ABE and ESL tuition fees were in place, they were subject to the Ministry's two percent tuition limit policy for existing programs. Institutions have the autonomy to set tuition fees for all new programs. It should also be noted that when the new policy is implemented by EDUC, school districts will have the autonomy to set tuition fees based on the cost to deliver the ABE courses.

The first time new tuition fees for ABE and ESL are introduced, they will not be subject to the tuition limit policy, given there are no current baselines to use for the calculations. The last year ABE courses were tuition-based was 2007; ESL became tuition-free in 2012. s.13

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In the event ESL tuition is introduced, Ministry staff have explored potential options with the vice-presidents of six institutions who were members of the VP ESL Working Group².

¹ \$17.117M for ESL and \$6.9M for ABE.

² Vancouver Community College, Douglas College, Kwantlen Polytechnic University, University of the Fraser Valley, Langara College, and Camosun College

Proposed Timelines for Implementation of Tuition Policy Change

Date	Action	Responsibility
October 17*	Confidential conference call with 6 ESL VPs Present proposed tuition bands for ESL	CSD Branch
Week of October 27	Review tuition bands feedback from ESL VPs	CSD Branch/PSF
October 31	Tentative release Call to FNEC Calls to Presidents and Sector Organizations	<i>All calls to include PSF</i> Deb Hull RUCBC – Tony Loughran BCAIU – Deb Hull BC Colleges – Nicola Lemmer 17 ESL institutions – Nicola L NVIT, JIBC, RRU, ECUAD – Deb H SFU, UBC, UNBC, UVic – Tony L
November 3	Email letters confirming decisions	CSD/PSF
November 7	Conf call w/ESL VPs regarding change in funding reduction formula – confirm any changes to tuition bands Conf call with VPs Finance regarding ABE tuition	CSD Branch
Week of November 24	Review ABE tuition bands	CSD Branch/PSF
Week of December 1	Confirm tuition bands: ESL and ABE	CSD Branch
Week of January 5, 2015	Winter semester begins	Majority of institutions will not be able to implement tuition fees for this semester
May 2015	Summer semester begins	Tuition fees in place

*All dates subject to change

OPTIONS:

Option 1: Request that institutions and BC Colleges and the BC Association of Institutes and Universities collaborate and present to AVED, for review, proposed tuition bands for both ABE and ESL courses.

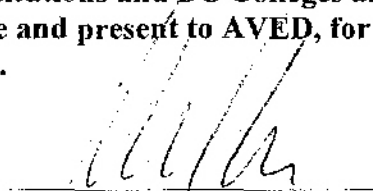
Implications:

- Ensures some oversight of the new tuition rates.
 - Ministry must be clear it expects a focus on sustainability and fairness to students.
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- Depending on when tuition reinstatement decision is communicated, it may be difficult to accomplish consultations and review by January 1, 2015.
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RECOMMENDATION:

Option 1: Request that institutions and BC Colleges and the BC Association of Institutes and Universities collaborate and present to AVED, for review, proposed tuition bands for both ABE and ESL courses.

Approved / Not Approved


Sandra Carroll, Deputy Minister

Date: Oct 16 / 14

Program Area Barbara Binczyk
Contact: Senior Policy Advisor
Colleges and Skills Development
Phone #: 250-387-6174

MINISTRY OF ADVANCED EDUCATION, DECISION NOTE

PREPARED FOR: Nicola Lemmer, Executive Director

ISSUE: Adult Basic Education Student Assistance Program funding instalments for 2014/15.

BACKGROUND:

The Adult Basic Education Student Assistance Program (ABESAP) provides needs-based grants to learners enrolled in Adult Basic Education (ABE), adult special education, and English as a Second Language (ESL) courses at 18 public post-secondary institutions and Native Education College, a private Aboriginal post-secondary institution.

The Ministry implements just-in-time payments to institutions using financial forecasts and calendarization of payments disbursed across three payments (40 percent, 35 percent, and 25 percent).

DISCUSSION:

Ministry staff have evaluated institutions' final fiscal forecasts and have determined that \$604,000 of the hold-back amount should be allocated in 2014/15. Of the 19 institutions receiving ABESAP funding, 9 indicate they have increased student demand and will receive top-up funding to align with the demand. Seven institutions will receive a reduced final funding instalment that is less than the planned 25 percent of notional allocation. One institution will receive their final funding instalment as planned, and two institutions will not be receiving their final funding instalment as they each will have a significant surplus over \$25,000 (see Attachment 1 for a summary of final funding allocations).

Under the signature of its Executive Director, the Colleges and Skills Development Branch (the Branch) will send funding letters outlining each institution's final funding instalment and the distribution of funds in December 2014 (see Attachment 2 for funding letter sample).

Based on an assessment of the expenditures to date and the financial forecasts provided by institutions on October 31, 2014, the Ministry has expended approximately \$ 2,213,632 of the \$5,700,000 program budget in the 2014/15 program year.

However, the Ministry anticipates an increase to ABESAP funding pressures associated with the imminent tuition-bearing policy decision on ABE and ESL programs. In anticipation of ABE and ESL tuition as early as the winter semester (January 2015), the 2014/15 program surplus of \$3.48M is sufficient to support an additional, one-time funding adjustment for the current fiscal period. This will particularly apply if an institution plans to provide tuition-bearing ESL or ABE courses between January and March 2015. This additional (fourth) instalment of funds will be transferred in February 2015, following an additional financial forecast from institutions in December / January.

The Branch is seeking approval to issue the third annual payment and funding letters to institutions. Concurrently, the Branch will continue to prepare for a fourth funding instalment to offset pressures from any tuition-bearing ESL or ABE courses between January and March 2015.

OPTIONS:

Option 1: Approval of the draft 2014/15 funding letter and third payment to institutions and continued preparation for a fourth funding adjustment.

Implications:

- Positions the Ministry to manage increased demand for funding resulting from changes to ESL and ABE tuition policy;
- Ensures access to ABE programs; and
- Positions the Ministry to implement further changes in 2015/16.

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RECOMMENDATION:

Option 1: Approval of the draft 2014/15 funding letter and third payment to institutions and continued preparation for a fourth funding adjustment.

Approved / Not Approved



Nicola Lemmer, Executive Director

Date: November 27, 2014

Attachments:

- Attachment 1: Summary of final funding allocations.
- Attachment 2: Sample funding letter.

Prepared by:	Louis Chen, Sr. Policy Analyst Colleges and Skills Development Branch	Reviewed by:	
Phone #:	250-387-6269	Executive Director	
		Assistant Deputy Minister	

Attachment 1: Summary of final funding allocations

Institutions fall in one of the following categories:

- 1 will receive their final funding instalment as originally planned
- 2 will receive their final funding instalment AND a top up funding to align with forecasted demand
- 3 will receive a REDUCED final funding instalment (eg. less than the planned 25% of notional allocation)
- 4 will not be receiving their final funding instalment AND will have significant surplus (over \$25K)

s.17	Institution	Planned final allocation	Actual final allocation
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MINISTRY OF ADVANCED EDUCATION BRIEFING NOTE

PREPARED FOR: Bobbi Plecas, Assistant Deputy Minister

ISSUE: Rebranding Adult Basic Education Student Assistance Program and Amending Policies

BACKGROUND:

Beginning January 1, 2015, public post-secondary institutions in British Columbia will regain the ability to charge tuition fees for all adult upgrading courses, including English-as-a-Second Language (ESL) programs.

Concurrently, the annual budget for Adult Basic Education Student Assistance Program (ABESAP) will increase 25 percent to \$7.6 million, in anticipation of increased demand for financial support. The grants will support students enrolling in post-secondary adult upgrading courses, including ESL by covering tuition, textbooks, supplies, transportation and childcare depending on the adult student's income.

DISCUSSION:

The Ministry is amending current ABESAP policies to address the new changes. The ABESAP name is being rebranded as the Adult Upgrading Grant (AUG) to highlight government's support for adult education through upfront, non-repayable grants. The *ABESAP Policy and Procedures Manual* has been revised to reflect the rebranding and associated policy changes (see Attachment 1).

A policy change on income threshold will ensure greater accessibility and flexibility of the grant. In the new year, students with an income up to 10 percent above the income threshold will be eligible for a grant to cover 50 percent of their tuition. Other costs such as books and transportation will be not eligible. See Attachment 2: Maximum gross family income limits for AUG eligibility.

Another policy change relates to limits on reapplications to AUG. Currently, students cannot access AUG to re-enroll in a course for which they have received AUG funds in the past. The new policy will allow students who complete, but fail, a course to receive funding to cover 50 percent of their tuition if they re-enrol one additional time.

Next Steps:

- Work with GCPE to coordinate the announcement of changes.
- Prepare to inform institutions of policy changes.
- Implement changes effective January 2015.

- Attachments:** 1. Updated *ABESAP Policy and Procedures Manual*
2. Maximum gross family income limits for AUG eligibility

Prepared by:	Louis Chen	Reviewed by:	
	Colleges and Skills Development Branch	Executive Director	
Phone #:	250-387-6269	Assistant Deputy Minister	
		Deputy Minister	



Adult Upgrading Grant*

Policy and Procedures Manual

January 2015

*Formerly Adult Basic Education Student Assistance Program

INTRODUCTION

The Adult Upgrading Grant (AUG), formerly known as Adult Basic Education Student Assistance Program, provides needs-based grants to learners enrolled in Developmental Programs. This grant is intended to off-set the costs associated with tuition, fees, books, unsubsidized childcare and transportation for learners most in need of financial assistance.

Each year, 18 public post-secondary institutions delivering Developmental Programs receive a funding allocation from the Ministry of Advanced Education (The Ministry) to support the AUG. These institutions then allocate funding directly to learners in accordance with defined policies and procedures.

In 2011/12, government undertook a comprehensive review of the program, including an internal review of accountability and funding practices, as well as an external consultation with key stakeholder groups. This manual outlines the updated policies and procedures arising out of the review in the following areas:

Student Eligibility

Institution, Program and Course Eligibility

Allowable Costs

Funding Disbursements

Administration and Reporting

The Policy and Procedures Manual may be updated or amended by the Province, in its sole discretion, from time to time and will be posted by the Province.

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Overview of Roles:

The Ministry of Advanced Education will be responsible for the following:

- Ensuring funding to institutions is allocated in a timely manner
- Ensuring both Financial Aid Offices (FAO) and Developmental Program Administrators are made aware of allocations
- Reviewing reports submitted by institutions
- Engaging in dialogue with institutions regarding program and course eligibility
- Maintaining all documentation related to the program (application form, policy manual, electronic reporting system) and ensuring institutions are made aware of any changes to this documentation

Post-secondary institutions will be responsible for the following:

- Ensuring students enrolled in, or planning to enrol in, developmental programs are aware of the AUG and the process required to submit an application
- Processing AUG applications through the institution's Student Financial Aid Office
- Engaging in a cross-institution decision-making process to ensure allocation of funding to students aligns with policy and institutional/provincial priorities
- Ensuring reporting requirements are met and funding is allocated in accordance with policies and procedures described in this manual

Students will be responsible for the following:

- Signing and submitting an application for funding to their respective institution's Financial Aid Office
- Providing documentation requested by Financial Aid Office (i.e. Proof of Immigration status)

SECTION 1 Immigration Status**POLICY**

In alignment with the Canada Student Financial Assistance Act, to be eligible for funding, an applicant must be a Canadian citizen within the meaning of the Citizenship Act or a permanent resident, or a protected person within the meaning of the Immigration and Refugee Protection Act.

PURPOSE

To ensure that students applying for assistance meet provincial immigration requirements.

PROCEDURE

Classification of students who are eligible for AUG.

- 1) Canadian citizens – these students will have a SIN starting with 1, 2, 3, 4, 5, 6 or 7.
- 2) Permanent residents – these students will also have a SIN starting with 1, 2, 3, 4, 5, 6, or 7, but are also required to provide their Permanent Resident Card or Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5509).
- 3) Protected Person Status – these students may receive funding while they have a SIN starting with a 9. They must provide a copy of their SIN card showing an expiry date after their study end date, as well as a “Protected Person Status Document” or a “Decision Letter” issued by the Immigration Refugee Board (IRB).

NOTE: Landed Immigrants with Investor Class Status NV5 are not eligible for AUG.

The IMM 5521 is a Protected Person Status application, and must be specially requested from Citizenship and Immigration Canada. The following URL is the link to Citizenship and Immigration Canada <http://www.cic.gc.ca>. Successful applicants will be issued the “Protected Person Status Document”.

POLICY

Students applying for AUG must be residents of British Columbia.

PURPOSE

To limit funding assistance to B.C. residents.

PROCEDURE

Students are considered residents of British Columbia for AUG if they fall into one of the three categories:

- a. Have lived in B.C. since birth; or
- b. B.C. is the province where the student last lived for 12 continuous months, as of the study start date, not including months of full-time post-secondary study; or
- c. Arrived in B.C. as a permanent resident or landed immigrant, or protected person, and will attend school in B.C., and have not lived in any other province for 12 continuous months.

POLICY

Eligible students must demonstrate financial need.

PURPOSE

This program was established to assist low income students enrolled in developmental programs (see section: Program/Course eligibility for description of “developmental programs”).

PROCEDURE

Students must demonstrate financial need by completing an AUG application form. The application form must be completed in full, in ink, signed and dated. Each section of the form must be completed in full or identified as considered (e.g. N/A). The application form will be assessed by the institution’s FAO to determine the level of funding assistance awarded or declined. Use the following chart to determine if a student is deemed a ‘dependent’ or ‘independent’ applicant.

Description	Independent vs. Dependent	Demonstration of financial need	Considerations
Applicant is 22 and over	Independent	An applicant’s income is based on line 150 of their tax return. If an applicant has not filed a tax return, financial need will be based on all sources of income from that previous year.	<p>Exceptions to chart A may be considered (at the discretion of the FAO) where the student and/or family income/assets were affected within the last 12 months by:</p> <ol style="list-style-type: none"> 1. Layoff or loss of employment. 2. Unexpected reduction in income in the last 12 months (retirement does not qualify as an unforeseen circumstance). 3. Strike or lockout. 4. Medical illness/injury impacting employment income.
Applicant is (irrespective of age): 1. A single parent 2. Married or in a common-law relationship 3. A person with the “Person with Disabilities” designation	Independent	<p>An applicant’s income is based on line 150 of their tax return. If an applicant has not filed a tax return, financial need will be based on all sources of income from that previous year.</p> <p>If married or in a common-law relationship, the spousal income is considered.</p>	
Applicant is under the age of 22 and does not reside with parent (s)	Independent	An applicant’s income is based on line 150 of their tax return. If an applicant has not filed a tax return, financial need will be based on all sources of income from that previous year.	
Applicant is under the age of 22 and resides with parent (s)	Dependent	Eligibility is based on combined parental income on line 150 of the tax return or all parental income from the previous year. Applicant is also required to provide income information. In the event that the applicant’s income is greater than the combined parental income, the student’s income is used and the applicant is considered a family of 1.	<p>A detailed rationale from both the student and/or parents (where applicable) must be submitted, stating the reason(s) why the originally assessed income or parental contribution should be reduced.</p> <p>Documentation to support these claims may be requested by the FAO</p>

“Family Size”: For ‘independent’ applicants, family size is defined as the number of persons (including the student, spouse and dependents under the age of 19, or dependents over the age of 19 with special needs) within the student’s immediate family but excluding parents, siblings, and other relatives. For students deemed ‘dependent’ where the combined parental income is higher than the applicant’s income, the family size is based on the student’s immediate family INCLUDING parents and all dependents of the parent (i.e. other children under age of 19). For students deemed ‘dependent’ where the applicant’s income is higher than the combined parental income, the student’s income is used and applicant is considered a family of 1.

“Gross Family Income” is defined as the amount of yearly income (line 150 of income tax return), and the full net value of assets, income from investments (including investments and property owned inside and outside of Canada), and monetary gifts.

Chart A below indicates the gross family income level **students must be under to be eligible** for AUG. If the student’s gross family income exceeds the amount shown on Chart A, the student does not qualify for AUG.

Note: New Policy for 2015

An exception will be made to students whose gross family income exceeds the income threshold by up to 10%, as shown in Chart A. Students in this particular income category will be eligible to receive up to 50% of the tuition cost (other costs, such as transportation and books, are not eligible for those above the threshold).

CHART A: Maximum Gross Family Income limits for AUG eligibility

Family Size	Income level 2014/15	Income level at 10% above threshold
1	\$23,647	\$26,011.70
2	\$29,439	\$32,382.90
3	\$36,192	\$39,811.20
4	\$43,941	\$48,335.10
5	\$49,839	\$54,822.90
6	\$56,209	\$61,829.90
7 or more	\$62,581	\$68,839.10

SECTION 4 Income Assistance Recipients

POLICY

It is the responsibility of the learner to ensure that receiving AUG does not impact their income assistance eligibility.

PURPOSE

To ensure that students assume responsibility for ensuring that they adhere to policies established by agencies who are funding their living expenses.

PROCEDURE

Students are required to discuss this with their employment assistance worker as well as access the most up to date policies through the following URL:

http://www.gov.bc.ca/meia/online_resource/verification_and_eligibility/students/

In the event that an income assistance recipient applies for AUG, any income assistance received by the learner should be counted toward their 'gross income'.

SECTION 5 Students receiving full-time Canada - BC integrated student loans

POLICY

Learners accessing AUG while in receipt of a full-time Integrated Canada-BC student loan should do so only if they exceed 100 percent course load.

PURPOSE

The Ministry avoids disproportionately supporting learners enrolled in both developmental and post-secondary level programming.

PROCEDURE

Learners approved for full-time Canada-BC integrated student loans who are taking 100 percent course load and wish to take further developmental courses, are eligible for AUG for these additional developmental courses (provided they meet other criteria).

Learners approved for full-time Integrated Canada-BC student loans who are enrolled in less than 100 percent post-secondary course load and wish to enrol in developmental courses are not eligible for AUG until the point at which the learner is enrolled in excess of 100 percent course load.

For example, a learner receiving a full-time integrated Canada-BC student loan who is enrolled in 80 percent course load (4 courses), would not be eligible for AUG to support an additional developmental course. It is assumed that since they are receiving a full-time student loan, that the difference between their actual tuition/books should be sufficient to cover the additional course. If this same learner were to enrol in two additional developmental courses (in excess of the existing four post-secondary courses), they would be eligible for AUG for one of these courses as they would now be enrolled in what is calculated to be in excess of a 100 percent course load.

POLICY

Students who have previously received AUG and are applying for continued AUG must have demonstrated successful completion and/or satisfactory progress in their previous course(s). Students may receive only one additional AUG for a course they previously completed, but failed, at the maximum of 50 percent of the tuition cost (other costs, such as books and transportation, are not eligible).

PURPOSE

To ensure that AUG funding is limited to students who are pursuing their studies and progressing satisfactorily in their education in order to move into the workforce or pursue post-secondary training.

PROCEDURE

Students may access AUG at the maximum of 50 percent of the tuition cost (other costs, such as books and transportation, are not eligible) for a course in which they previously completed, but failed, and received AUG. For example, a student cannot access funding twice to enroll in English 050 if s/he did not previously complete the course.

Students who stop attending course(s), withdraw twice from course(s), and/or fail twice to demonstrate satisfactory progress in their education while funded by AUG will no longer qualify for future AUG from the Ministry for enrolment in any courses. Please refer to Section 7 for reinstatement policy and procedures.

The FAO must confirm that previous course(s) were successfully completed before approving additional assistance. However, it is understood that course registration generally occurs before previous course(s) are completed. Therefore, FAOs have the discretion to approve or conditionally approve funding for the next semester. In cases where students did not successfully complete previously funded course(s) and where extenuating circumstances occurred, approval for continued assistance is at the discretion of the FAO. An explanation and supporting documents must be kept with the application.

In cases where a student obtained an unsuccessful grade or received an interim grade (i.e. student has not successfully mastered the course content but is making progress) and the instructor indicates that the student regularly attended classes, made progress on their previous attempt and requires more time to complete/pass the course, student can be approved for further funding. Approval for further funding is at the discretion of the FAO. The FAO may request the student provide documentation from the instructor regarding attendance and progress.

Note: The intention of AUG is to provide funding to ensure students are progressing satisfactorily in their education in order to move into the workforce or pursue post-secondary training. FAO must use discretion when considering repeat funding to students. The instructor's letter of support to the student is not, and should not be considered the final decision. FAO should obtain further clarification of the rationale of the instructor's recommendation. FAO has the right to deny AUG despite the instructor's recommendation. Please refer to Section 8 regarding "Lifetime Maximum".

SECTION 7	Reinstatement
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POLICY

Students funded by AUG, who do not show academic progress after completing course(s) **twice** or are denied based on Section 6 may be reinstated for AUG funding if they successfully complete one semester (any number of courses), funded through their own resources.

PURPOSE

To ensure that AUG funding is limited to students who are earnestly pursuing their studies and progressing satisfactorily.

PROCEDURE

Students applying for reinstatement of AUG funds must demonstrate successful completion of one semester of studies (any number of courses), funded through their own resources.

SECTION 8	Lifetime Maximum
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POLICY

The lifetime maximum for AUG funding is 156 weeks. At the discretion of the FAO, this maximum can be extended.

PURPOSE

To ensure that AUG funding is limited to students who are upgrading or progressing satisfactorily in their education with the goal of entering into the workforce or pursuing post-secondary training.

PROCEDURE

A “funded” week is every full or partial week that the student has been funded for under AUG.

The academic records of students receiving AUG are subject to review by the institution or the Ministry after 156 weeks of funding.

If a student withdraws, and does not credit back AUG, or fails to meet expectations of the course/program (see Section 6), or does not attend, this time is still considered “funded” weeks.

If the student returns AUG funds after withdrawing, these weeks are deducted from the “funded” weeks used.

If lifetime maximum is extended beyond 156 weeks, the institution must report by April 30th of each year the circumstances for this extension.

SECTION 9 Eligible Institutions

POLICY

AUG is available to students attending BC public post-secondary institutions that have been approved to administer AUG.

PURPOSE

To ensure that access to AUG is limited to institutions that meet the requirements for administering AUG.

PROCEDURE

The following institutions participate in AUG:

British Columbia Institute of Technology

Camosun College

Capilano University

College of New Caledonia

College of the Rockies

Douglas College

Kwantlen Polytechnic University

Langara College

Native Education College

Nicola Valley Institute of Technology

North Island College

Northern Lights College

Northwest Community College

Okanagan College

Selkirk College

Thompson Rivers University

University of the Fraser Valley

Vancouver Community College

Vancouver Island University

POLICY

AUG is available to students attending developmental programs delivered through partnership agreements.

PURPOSE

To ensure that access to AUG is available to students attending community-based programs

PROCEDURE

Students who attend a developmental course or program (see Section 11 for description of program/course eligibility), delivered through a partnership agreement between a public post-secondary institution outlined in Section 9 and a private institution, community organization, or not-for-profit organization are eligible for AUG if they meet the following criteria:

1. Are registered at the public post-secondary institution and issued a student ID number by that institution (see Section 9 for eligible institutions);
2. Receive developmental course/program credit at the public post-secondary institution for their participation in the course/program delivered through the affiliation agreement; and
3. Meet all other Student Eligibility Criteria outlined in Sections 1-8.

The FAO may request the student provide documentation from the instructor regarding the credit that will be received for participation in the course/program, confirm attendance, etc.

POLICY

Developmental education courses/programs are eligible. These include Adult Basic Education, English as a Second Language, Adult Special Education, and Developmental 'other'.

PURPOSE

To ensure that funding for direct educational costs are available to students with financial need enrolled in these programs.

PROCEDURE

FAO must ensure that AUG eligible course(s)/program(s) be one of the following 4 course/program types (please note: these descriptions are for the purposes of AUG policy and are not intended to serve as program definitions):

1. Adult Basic Education: courses that are provided tuition free to the learner; or
2. English as a Second Language: courses that offer English language instruction at basic, intermediate or advanced levels to people whose first language is not English; or
3. Adult Special Education: courses at the adult basic education level available to individuals with permanent disabilities or combinations of learning difficulties; or
4. Developmental 'other': courses at the adult basic education level that do not fit the criteria above and are not federal Language Instruction for Newcomers to Canada programs, continuing education, personal interest/hobby, or 'discovery programs'.

Institutions are required to seek approval, prior to commencing funding, from the Ministry for the inclusion of any 'developmental other' course or program as AUG eligible. To do this, institutions are required to contact the Ministry via email (see contact information in introduction) to:

- demonstrate the rationale for the inclusion of the course/program,
- provide evidence of support from the Dean or Director of Developmental Education (or similar program coordinator) or Registrar; and
- recognize that additional funding will not be provided for inclusion of the course/program.

There is no minimum program length or maximum program costs.

SECTION 12 Allowable costs for the student**POLICY**

Direct educational and targeted barrier costs for students demonstrating financial need and enrolled in eligible AUG course(s) may be considered for funding.

PURPOSE

To provide financial assistance for direct educational and targeted barrier-reducing costs to eligible students enrolled in AUG approved programs.

PROCEDURE

Allowable costs include:

- Tuition Fees* - where applicable
- Fees - including compulsory and other non-discretionary fees (including UPass)
- Books –textbooks and course packs
- Supplies – standard course supplies including special clothing (hard hat, steel-toed boots, lab coat), calculators, criminal record check for work placement, etc. at FAO discretion
- Transportation
- Unsubsidized childcare

* Note: New Policy for 2015

Students are eligible for coverage of up to 50 percent of tuition costs (other costs are not eligible) if they are:

- Students registered a second time in a course previously completed, but failed; and / or,
- Students whose gross family income exceeds the income threshold by up to 10 percent, as shown in Chart A of Section 3

POLICY

An allowance of 8 percent of **the allocated** AUG funds may be used to cover administrative costs associated with AUG.

PURPOSE

To provide funds to assist with the administrative costs of AUG.

PROCEDURE

The institution is responsible for calculating the administrative allowance on AUG funds allocated during the program year (8 percent of funds expended for the current year – including those allocated to bulk book purchases).

The administrative allowance is to be reported via the electronic reporting system on April 30th of each year and shown as an expenditure of funds (see section 21).

POLICY

Institutions may choose to recycle or bulk-purchase textbooks.

PURPOSE

To reduce the cost of textbooks purchased by the institution's AUG budget and to increase the availability of funds to eligible students enrolled in AUG approved programs.

PROCEDURE

Recycling:

Students purchase books initially with AUG funding and in subsequent semesters, these textbooks will be re-used.

The FAO is responsible for developing a working system to facilitate this process.

FAOs choosing this option can determine a service charge/handling fee to be charged by the institutional department managing this service. This fee should be minimal (e.g. \$5.00 per transaction) and be used only for recycled textbooks.

Bulk Purchasing:

The FAO will determine the number of textbooks required in accordance with the number of students sponsored for AUG funding.

The FAO is responsible for developing a working system and seeking approval from the Ministry for all bulk book purchases. The process for seeking approval: Contact the Ministry via email (see contact information in introduction) and outline:

- Bulk book purchase intention: including ISBN
- Evidence of support from Dean or Director of Developmental Education and/or designate
- Total cost

A maximum of 35 percent of total AUG allocation made by the Ministry can be used for the purchase of textbooks using the bulk buying system.

Additional exceptional expenses may be considered. The Ministry must approve these expenses in advance (i.e. bulk production of course manuals, bulk purchase of scientific calculators, etc.).

Allow for 2-3 weeks for Ministry approval of a bulk book purchase.

SECTION 15 Funding Disbursements - Government to Institutions**POLICY**

Institutions will be notified of a notional allocation at the start of each fiscal year. The allocation is intended to be fully expended in the fiscal year (April 1st – March 31st) it is received by the institution. The funding will be allocated across 3 payments.

PURPOSE

To allow institutions to adequately establish priorities for allocation of their AUG budget to students and to provide opportunity for the Ministry to align funding with student demand.

PROCEDURE

The Ministry will notify institutions of their funding level at the start of each fiscal year. A funding letter will be addressed to the institution's president with a copy sent to the Financial Aid Office and the Dean or Director of Developmental education (note: if your institution does not have Dean or Director, it will be sent to a program level coordinator).

Funding will be dispersed at intervals across the fiscal year and not in one lump sum payment. The Ministry may reallocate funding mid-year based on program demand. Early in the academic year, institutions will be asked to provide a program demand/financial forecast that will influence reallocation of funding for the remainder of the fiscal year.

The policy manual will be updated to reflect any revisions to funding levels and procedures.

POLICY

Institutions are encouraged to engage in internal planning to establish priorities that will guide funding allocations to students.

PURPOSE

In the event that demand for AUG funds exceeds an institution's actual AUG budget, the institution will benefit from establishing funding priorities to guide allocations.

Further, this process will provide institutions the flexibility needed to ensure allocations are responsive to the unique circumstances of each institution (i.e. remoteness, program composition, etc.)

PROCEDURE

After receipt of AUG funds, the FAO will establish a process to engage various individuals across the institution (for example, developmental programs coordinators) to discuss the budget allocation from the Ministry, determine anticipated demand for funds, and establish funding priorities that will guide allocations.

For example, this process may involve setting expenditure priorities such as reimbursing books prior to consideration of learners with transportation needs or it may consider the distribution of funds across program areas or campuses.

Innovative planning practices are underway at a number of institutions, please refer to Appendix A for a description of the successful ABESAP planning process at Kwantlen Polytechnic University including a Terms of Reference for the institution's ABESAP Advisory Committee.

All priorities established will adhere to the AUG policies and procedures.

SECTION 17 Program Year

POLICY

The AUG program year will run from April 1 to March 31.

PURPOSE

To align with the government and the post-secondary system fiscal year cycle.

PROCEDURE

Funding will be allocated at the beginning of each fiscal and it is intended to be fully expended by March 31st of the following year.

All reporting requirements for the program will follow the same fiscal cycle (see Section 18: Reporting)

Any unused funds may be considered when determining the amount of the subsequent year's allocation.

POLICY

Institutions are required to report AUG activity via the AUG Electronic Reporting System. This requirement is outlined in the Institutional Reporting Requirements list.

PURPOSE

Detailed information regarding institutional allocations and expenditures will assist government in demonstrating the positive impact of the program across participating institutions as well as ensure that institutions are reporting consistently and allocating funding in accordance with the Policy and Procedures Manual.

PROCEDURE

AUG reporting has been added to the list of Institutional Reporting Requirements and beginning April 1st, 2012, the Ministry requires the institution to indicate all AUG expenditures by learner, program type, and expenditure type on an ongoing basis using the AUG Electronic Database.

Access to the site will require a BCeID. The URL will be sent directly to the FAO and instructions for reporting can be found on the site.

The Ministry recognizes that a number of institutions have existing electronic record keeping practices. This electronic reporting system is not intended to 'replace' your existing system or result in dual data entry. The Ministry recognizes that there will be institutions that will engage in entry process on an ongoing basis and others that will engage in upload process at set intervals. In either event, the process is standardized and reporting is reviewed quarterly.

For institutions uploading information from an existing reporting system, they will be required to update the electronic reporting system quarterly. Reporting will be done on or by the following dates:

July 15th

October 15th

January 15th

April 15th (including activity up to March 31st)

Institutions that use the system for direct entry of information will not be required to upload their data as it is inputted on an ongoing basis. They are required to ensure it is up-to-date by the dates listed above.

Please see Sections 19-23 for further reporting requirements (bulk book purchase, administration fee, courses and programs, and T4A).

The fields for reporting include:

- | | |
|---|---|
| 1. Student ID number | 9. Tuition compensation |
| 2. Immigration status | 10. Fees compensation (including UPass) |
| 3. Country of Citizenship | 11. Books compensation |
| 4. Course Title | 12. Transportation compensation |
| 5. Course Type (ABE, ESL, ASE, Dev Other) | 13. Childcare compensation |
| 6. Course Code | 14. Other compensation |
| 7. Start Date | 15. Date of award |
| 8. End Date | |

NOTE: The Ministry has the authority to perform random audits at any time.

SECTION 19	Reporting Requirements – Reporting Eligible Programs/Courses
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POLICY

Institutions will report all courses and programs that are deemed 'AUG eligible'.

PURPOSE

To ensure funding is being targeted to support learners in 'developmental programs'.

PROCEDURE

The institution will be responsible for reviewing and updating their course/program list by October 15 of the program year.

This will be done via the electronic reporting system (see section 18).

Please see section 11 for eligible program/course types and the process for seeking approval of adding a 'developmental other' course to your list of eligible courses/programs.

SECTION 20	Reporting Requirements – T4A
-------------------	-------------------------------------

POLICY

The institution is responsible for issuing T4As to students in receipt of AUG for combined yearly award amounts totaling more than \$499 (calendar year).

PURPOSE

To ensure adherence to tax regulations.

PROCEDURE

Institutions will provide written confirmation that they have issued T4As to students accordingly. Details of actual T4As should be omitted.

This letter will be required by April 30th of each program year and should be uploaded to the electronic reporting system by this date.

The letter should be addressed to the Ministry and signed by a spending authority at the institution.

SECTION 21	Reporting Requirements –Bulk Book Purchase
-------------------	---

POLICY

The institution is responsible for reporting bulk book purchase expenditures.

PURPOSE

To ensure percent of funding allocated to bulk book purchase does not exceed 35 percent of the funding allocated by the Ministry.

PROCEDURE

Institutions will update the electronic reporting system when any bulk book purchases are made.

As noted in section 14, all bulk book purchases require Ministry approval.

SECTION 22	Reporting Requirements –Administration Fee
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POLICY

The institution will report administration fee annually.

PURPOSE

To ensure institutions stay within the 8 percent administration fee policy

PROCEDURE

Institutions are required, by April 30th of each program year, to provide the exact administration fee expenditure via the electronic reporting system.

SECTION 23	Reporting Requirements – Exceeding Lifetime Maximum Allocation
-------------------	---

POLICY

Institutions that provide more than 156 weeks of AUG to a student are required to outline the exceptional circumstances for this extension.

PURPOSE

To ensure equitable access to funding for learners.

PROCEDURE

Institutions are required, by April 30th of each program year, to provide the exceptional circumstances that warranted an extension to the 156 week lifetime maximum policy. This can be done via the electronic reporting system.

APPENDIX A:

Adult Basic Education Student Assistance Program (ABESAP) Advisory Group: Kwantlen Polytechnic University Terms of Reference

COMMITTEE OVERVIEW

The Adult Basic Education Student Assistance Program (ABESAP) Advisory Group provides recommendations on how funding, received by the Ministry of Advanced Education, should be best allocated as it relates to the program and its sub-categories (e.g. Adult Basic Education, University Qualifying Studies, English Language Studies, Access Programs for People with Disabilities, and Career Choices and Life Success). Guidelines and procedures related to both allocation and disbursements will be established in support of the Institution's admission, enrolment and retention goals, while adhering to the governing policies set out by the Ministry of Advanced Education.

DUTIES

1. To develop and implement appropriate recommendations, in conjunction with administrative policies, regulations and procedures, with regard to the allocation of funding and disbursements for the program.
2. To provide recommendations on criteria for the allocation of all financial resources.
3. To develop strategies to ensure the Institution's community is informed of the funding available, the selection criteria employed, and application procedures.
4. To conduct a yearly evaluation of the selection process and criteria.
5. To make recommendations for the development of new funding resources of financial assistance, where necessary.
6. To establish a sub-committee of the Advisory Group to make nominations for particular allocations and/or disbursements, as required.

ADVISORY TO: Senior administrator (e.g. VP Academic and/or VP Strategic Enrolment Management)

SUGGESTED COMMITTEE MEMBERSHIP

- Senior Financial Aid Officer
- Dean (or representative) from the Faculty where ABESAP resides (e.g. Academic and Career Advancement)
- Instructor, ELST
- Instructor, ASE
- Instructor, ABE
- Instructor, ABE – Continuous Intake

CHAIRPERSON

The senior Financial Aid Officer will chair the Advisory Group.

MEETINGS

- Meetings shall normally be held once per semester.
- The Chair may convene meetings as necessary for the efficient performance of the Advisory Group.
- All recommendations will be submitted by the Chairperson to their senior administrator (e.g. VP, Academic) for final consultation and approval.

APPENDIX B: SAMPLE FUNDING TABLE used by Adult Basic Education Student Assistance Program (ABESAP) Advisory Group:
Kwantlen Polytechnic University

Funding Allocation for 2011/12				Value A	ESTIMATED FEES CALCULATION (based on 9 credits)	
Less 8% Admin Fee				Value B		
Funds Available for Disbursement				Value C		
Percentage of funds disbursed each semester (based on 2010/11 Fiscal Year Statistics)					ESL	
					Tuition + Anc X	
					Med/Den Y	
					Multi-Pass Z	
					\$ -	
Summer	201020	25% of Value C	Value D	ABE		
Fall	201030	35% of Value C	Value E			
Spring	201110	40% of Value C	Value F			
			Value C			
Percentage of funds disbursed by program each semester (based on ABESAP Final Report to Ministry for 2010/11)					ASE	
ESL				51%	Flat fee X	
ABE				44%	Med/Den Y	
ASE				5%	Multi-Pass Z	
					\$ -	
Proposed Summer 201120 Disbursements						
No ABE textbooks purchased)						
Value D x 51%		ESL	Value G			
Value D x 44%		ABE	Value H			
Value D x 5%		ASE	Value I			
			Value D	-	Students awarded	
Proposed Fall 201130 Disbursements						
(ABE Textbooks) =						
Value E x 51%		ESL	Value J			
Value E x 44%		ABE	Value K			
Value E x 5%		ASE	Value L			
			Value E	-	Students awarded	
Proposed Spring 201210 Disbursements						
(ABE Textbooks) =						
Value F x 51%		ESL	Value M			
Value F x 44%		ABE	Value N			
Value F x 5%		ASE	Value O			
			Value F	-	Students awarded	
Sub Total ESL			Value G + J + M			
Sub Total ABE			Value H + K + N			
Sub Total ASE			Value I + L + O			
GRAND TOTAL				-	Students awarded	

Attachment 2: Maximum gross family income limits for AUG eligibility

Family Size	Income level 2014/15	Income level at 10% above threshold
1	\$23,647	\$26,011.70
2	\$29,439	\$32,382.90
3	\$36,192	\$39,811.20
4	\$43,941	\$48,335.10
5	\$49,839	\$54,822.90
6	\$56,209	\$61,829.90
7 or more	\$62,581	\$68,839.10

Policy change

Effective January 2015, students with an income up to 10 percent above the income threshold will be eligible for a grant to cover 50 percent of their tuition.



Our Ref. 98639

December 10, 2014

Ms. Kathy Kinloch
President
British Columbia Institute of Technology
3700 Willingdon Ave
Burnaby BC V5G 3H2

Dear Ms. Kinloch,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

These decisions have been taken to ensure these important programs remain sustainable and accessible to students.

The Ministry will also increase the annual budget for the Adult Upgrading Grant – previously called the Adult Basic Education Student Assistance Program – by 33 percent to \$7.6 million. These grants will be available to cover all, or a portion of the costs of tuition, textbooks, supplies, transportation and childcare for eligible students. Eligibility requirements will also become more flexible in order to make the grants accessible to more students. Should the demand for these grants exceed current projections, the Ministry will review the budget in order to meet the needs of all eligible low income students.

Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

... /2

This plan should be submitted to Nicola Lemmer, Executive Director, Colleges and Skills Development Branch. Nicola may be reached at Nicola.Lemmer@gov.bc.ca, or 250-387-1950.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sandra', with a stylized, flowing script.

Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Peter Lockie
Interim President
Camosun College
3100 Foul Bay Rd
Victoria BC V8P 5J2

Dear Mr. Lockie,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Kris Bulcroft
President and Vice-Chancellor
Capilano University
2055 Purcell Way
North Vancouver BC V7J 3H5

Dear Dr. Bulcroft,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

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Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Henry Reiser
President
College of New Caledonia
3330 - 22nd Ave
Prince George BC V2N 1P8

Dear Mr. Reiser,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

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Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. David Walls
President and CEO
College of the Rockies
2700 College Way
Cranbrook BC V1C 5L7

Dear Mr. Walls,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Kathy Denton
Interim President
Douglas College
700 Royal Ave
New Westminster BC V3L 5B2

Dear Dr. Denton,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Alan Davis
President and Vice-Chancellor
Kwantlen Polytechnic University
12666 72nd Ave
Surrey BC V3W 2M8

Dear Dr. Davis,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

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Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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This plan should be submitted to Nicola Lemmer, Executive Director, Colleges and Skills Development Branch. Nicola may be reached at Nicola.Lemmer@gov.bc.ca, or 250-387-1950.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sandra', with a stylized flourish at the end.

Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Lane Trotter
President and CEO
Langara College
100 West 49th Ave
Vancouver BC V5Y 2Z6

Dear Dr. Trotter,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

These decisions have been taken to ensure these important programs remain sustainable and accessible to students.

The Ministry will also increase the annual budget for the Adult Upgrading Grant – previously called the Adult Basic Education Student Assistance Program – by 33 percent to \$7.6 million. These grants will be available to cover all, or a portion of the costs of tuition, textbooks, supplies, transportation and childcare for eligible students. Eligibility requirements will also become more flexible in order to make the grants accessible to more students. Should the demand for these grants exceed current projections, the Ministry will review the budget in order to meet the needs of all eligible low income students.

Please provide a work plan that outlines your intentions regarding ABE and ESL programming by January 30, 2015. This plan should include the date you anticipate reinstating tuition fees; the number of FTEs you plan to deliver; and a representative sample of courses listing, the number of student contact hours per week, the number of weeks in a semester and the proposed tuition fees.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Ken Tourand
President
Nicola Valley Institute of Technology
4155 Belshaw St
Merritt BC V1K 1R1

Dear Mr. Tourand,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. John Bowman
President and CEO
North Island College
2300 Ryan Rd
Courtenay BC V9N 8N6

Dear Mr. Bowman,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Nicholas Rubidge
Interim President
Northern Lights College
11401 - 8th St
Dawson Creek BC V1G 4G2

Dear Dr. Rubidge,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

Tuition will be capped at \$1,600 per semester for a full-time program, based on 20 to 25 student contact hours per week over a 12 to 14 week semester. Institutions may pro-rate the tuition fee for part-time courses based on a lower number of contact hours.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Ken Burt
President
Northwest Community College
5331 McConnell Ave
Terrace BC V8G 4X2

Dear Mr. Burt,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Jim Hamilton
President
Okanagan College
1000 KLO Rd
Kelowna BC V1Y 4X8

Dear Mr. Hamilton,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Mr. Angus Graeme
President and CEO
Selkirk College
301 Frank Beinder Way
Castlegar BC V1N 4L3

Dear Mr. Graeme,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Alan Shaver
President and Vice-Chancellor
Thompson Rivers University
900 McGill Rd
Kamloops BC V2C 0C8

Dear Dr. Shaver,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Mark D. Evered
President and Vice-Chancellor
University of the Fraser Valley
33844 King Rd
Abbotsford BC V2S 7M8

Dear Dr. Evered,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Peter Nunoda
President
Vancouver Community College
1155 East Broadway
Vancouver BC V5T 4V5

Dear Dr. Nunoda,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch



Our Ref. 98639

December 10, 2014

Dr. Ralph Nilson
President and Vice-Chancellor
Vancouver Island University
900 Fifth St
Nanaimo BC V9R 5S5

Dear Dr. Nilson,

I am writing to confirm the recent decisions regarding Adult Upgrading including Adult Basic Education (ABE) and English as a Second Language (ESL) programs.

As of January 1, 2015, the Ministry will allow public post-secondary institutions to charge tuition fees for ABE and ESL courses.

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Sandra Carroll
Deputy Minister

pc: Nicola Lemmer, Executive Director
Colleges and Skills Development Branch

ABE Tuition Timeline

- March 31, 2014: Joint AVED and EDUC report back to Cabinet Working Group on Core Review

s.12,s.13

- April –June: worked with EDUC for them to revise their proposed tuition policy
- July 9, 2014: Cabinet Committee meeting to present revised EDUC policy, with proposed implementation of January 2015.

s.12,s.13

- July 16, requested meeting with EDUC to discuss TB Submission; earliest EDUC available was July 29.
- August 27: send ADM-approved draft TB Submission to EDUC for review. Followed up on Sept.3 to ask about timelines for approval by EDUC. Informed EDUC DM would be briefed on Sept.12
- Draft sent to TBS on Sept 4. Scheduled for review by TB on October 9.

¹ Academic upgrading course examples: Chemistry 12 and Pre-calculus 12.



Treasury Board Submission – Request for Decision

s.12,s.13

Issue:

The current Adult Basic Education (ABE) tuition-free policy limits the education system's ability to meet the needs of students. ABE includes English as a Second Language (ESL) training. Increased demand for ABE has taxed the K-12 system's capacity and post-secondary institutions lack sufficient resources to maintain a quality ABE delivery standard. s.12,s.13

s.12,s.13

s.12,s.13



s.12,s.13

- Students under age 19 (non-adults) in the K-12 system will not be charged tuition, as stipulated in the *School Act*.
- Non-graduated adults in the K-12 system will not be charged tuition, as stipulated in the *School Act*.
- Graduated adults in the K-12 system who require foundation courses, such as Math 1, will not be charged tuition.
- Students in the post secondary system with financial need will have access to grants to offset the cost of tuition and books as part of the Adult Basic Education Student Assistance Program.

s.12,s.13



s.12,s.13

The number of high school graduates enrolled in ABE in the K-12 system has grown by nearly 300 percent over the last decade, with the associated cost growing from \$2 million in 2008/09, to approximately \$16 million in 2013/14, creating significant cost pressures for EDUC³.

s.12,s.13

s.12,s.13

Post-secondary context:

In 2008, \$6.9 million was redirected from existing base operating grants to partially compensate institutions for lost tuition revenue and to support continued program delivery as a result of the ABE tuition-free policy. Despite increasing costs, this allocation has not increased in the ensuing years. s.12,s.13

s.12,s.13

Budgets for post-secondary institutions have declined in the last two fiscal years. Between 2013/14 and 2014/15, base operating grants to institutions have been reduced by over \$25 million.⁴ A further \$25 million in base reductions is planned for 2015/16.

The federal changes to ESL delivery in 2014/15 are in addition to these reductions. Base operating grants to 17 public post-secondary institutions have been reduced by \$17.117 million. In addition, \$5.4 million in annual federal funding for ESL tuition has also been lost, which had been transferred to AVED under the *Canada-BC Immigration Agreement*, beginning in 2012/13, to support the majority of the province's ESL tuition-free policy.

s.12,s.13

s.12,s.13

For example, Vancouver Community College (VCC) has announced it will

⁴ \$25 million for Administrative Service Delivery Transformation.



cease ESL delivery on December 31, 2014, and has issued notice of layoff to as many as 100 faculty and staff.^{s.12,s.13}

s.12,s.13

Introducing tuition will place pressure on the ABESAP budget, which is currently funded at \$5.7 million annually. ABESAP provides grants for education-related costs to students who demonstrate financial need.^{5 s.12,s.13}

s.12,s.13

⁵ Costs such as tuition (currently for Adult Special Education only), student fees, books, transportation.
s.12,s.13



s.12,s.13



s.12,s.13



s.12,s.13



s.12,s.13

Appendix 1: ADULT BASIC EDUCATION – COURSES COVERED BY MINISTRY OF EDUCATION

Foundational Courses	Academic Courses
Literacy Foundation Courses <ul style="list-style-type: none"> English Levels 1/2: Companion Reading LF English Level 1/2: Companion-Speaking & Listening English Level 1: Core English Level 2: Core English Level 3/4: Companion – Reading English Level 3/4: Companion – Writing English Level 3: Core English Level 4: Core English Level 5/6/7: Companion -Writing English Level 5: Core English Level 6: Core English Level 7: Core Information & Communications Technology • Math Level 1 Math Level 2 Math Level 3 Math Level 4 Math Level 5 Math Level 6: Apprenticeship & Workplace Math Level 6: Math Foundations Math Level 7: Apprenticeship & Workplace Math Level 7: Math Foundations Science: Biology Science: Chemistry Science: Physics Social Studies 	<ul style="list-style-type: none"> First Peoples English 12 Communications 11 Communications 12 English 11 Français langue première 11 English 12 Français langue première 12 Biology 11 Biologie 11 Biology 12 Biologie 12 Chemistry 11 Chimie 11 Chemistry 12 Chimie 12 Physics 11 Physique 11 Physics 12 Physique 12 Math 11 <ul style="list-style-type: none"> Apprenticeship and Workplace Math 11 Mathématiques pour les métiers et le milieu de travail 11 Foundations of Math 11 Fondements mathématiques 11 Pre-Calculus 11 Pré-calcul 11 Math 12 <ul style="list-style-type: none"> Apprenticeship and Workplace Math 12 Mathématiques pour les métiers et le milieu de travail 12 Foundations of Math 12 Fondements mathématiques 12 Pre-Calculus 12 Pré-calcul 12 Calculus 12 Calcul différentiel et intégral 12



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.13

In addition, AVED's budget has been reduced by \$17.117 million due to the cancellation of Annex A of the Canada-BC Immigration Agreement. s.12,s.13

s.12,s.13



s.12,s.13

- Immigrant students who are taking Foundation courses in the K-12 system to improve their language skills will not be impacted by the proposed changes. Only a small sub-category – graduated adults taking academic upgrading – will be impacted.
- ABE and ESL students with financial need in the post secondary system have access to grants (not loans) for the cost of tuition, books, transportation and childcare.
- Students who can afford it have a responsibility to pay for some of their post-secondary education.

s.12,s.13



- ABE and ESL tuition fees in the post-secondary system will be set at levels comparable to an average first year Arts and Science program - \$320 per course or \$1,600 for a full-time (five courses) semester.
- Tuition is established based on similar criteria for new programs and future increases would apply the 2 percent policy.

s.12,s.13

- Grants for students in financial need in the post-secondary system will be increased from \$5.7M to \$7.6M

s.12,s.13

The number of high school graduates enrolled in ABE in the K-12 system has grown by nearly 300 percent over the last decade, with the associated cost growing from \$2 million in 2008/09, to approximately \$16 million in 2013/14, creating significant cost pressures for EDUC².

s.12,s.13

² See Appendix 2: Costs of high school graduates in ABE in the K-12 system.

s.12,s.13



In the K-12 system, only graduated adults taking academic upgrading courses would be affected by these changes. Immigrant students who are taking K-12 Foundation courses to improve their language skills would not be impacted by the proposed changes. s.12,s.13

s.12,s.13

s.12

ABE has been largely tuition free since 1998⁴. ESL has been tuition free since April 2012 when the province made changes to comply with the now defunct Annex A of the Canada-BC Immigration Agreement. s.12

s.12

s.12,s.13

⁴ Institutions were allowed to charge tuition for graduates between 2003 and 2008 but very few did so.

⁵ Costs such as tuition (currently for Adult Special Education only), student fees, books, transportation.

s.12



s.12,s.13

The federal decision to cancel Annex A of the Canada-BC Immigration Agreement has reduced AVED's base operating budget by \$17.117 million beginning in the current fiscal year. s.12,s.13

An additional \$5.4 million that institutions received in annual federal funding from JTST, which supported the ESL tuition-free policy, has been eliminated also.

In addition to this loss of funding, budgets for post-secondary institutions have declined in the last two fiscal years. Between 2013/14 and 2014/15, base operating grants to institutions have been reduced by over \$25 million to reflect administrative savings due to shared services. A further \$25 million in base reductions is planned for 2015/16.⁸

Many institutions have indicated that, due to these reductions, they are limiting their ABE programming and will cease to offer ESL programming if they are not able to begin charging tuition to students. s.12,s.13

s.12,s.13

⁷ See Appendix 4 for a breakdown of tuition options.

⁸ \$50 million for Administrative Service Delivery Transformation (ASDT) aka shared services.



s.12,s.13,s.17



s.12,s.13



s.12,s.13



s.12,s.13



s.12,s.13



s.12,s.13



Appendix 1: Adult Basic Education – Courses Covered by Ministry of Education

Foundation courses will remain tuition-free. Academic courses for non-graduates will remain tuition free. Tuition will only be charged to graduates taking Academic courses.

Foundational Courses	Academic Courses
Literacy Foundation Courses <ul style="list-style-type: none"> English Levels 1/2: Companion Reading LF English Level 1/2: Companion-Speaking & Listening English Level 1: Core English Level 2: Core English Level 3/4: Companion – Reading English Level 3/4: Companion – Writing English Level 3: Core English Level 4: Core English Level 5/6/7: Companion -Writing English Level 5: Core English Level 6: Core English Level 7: Core Information & Communications Technology Math Level 1 Math Level 2 Math Level 3 Math Level 4 Math Level 5 Math Level 6: Apprenticeship & Workplace Math Level 6: Math Foundations Math Level 7: Apprenticeship & Workplace Math Level 7: Math Foundations Science: Biology Science: Chemistry Science: Physics Social Studies 	<ul style="list-style-type: none"> First Peoples English 12 Communications 11 Communications 12 English 11 Français langue première 11 English 12 Français langue première 12 Biology 11 Biologie 11 Biology 12 Biologie 12 Chemistry 11 Chimie 11 Chemistry 12 Chimie 12 Physics 11 Physique 11 Physics 12 Physique 12 Math 11 <ul style="list-style-type: none"> Apprenticeship and Workplace Math 11 Mathématiques pour les métiers et le milieu de travail 11 Foundations of Math 11 Fondements mathématiques 11 Pre-Calculus 11 Pré-calcul 11 Math 12 <ul style="list-style-type: none"> Apprenticeship and Workplace Math 12 Mathématiques pour les métiers et le milieu de travail 12 Foundations of Math 12 Fondements mathématiques 12 Pre-Calculus 12 Pré-calcul 12 Calculus 12 Calcul différentiel et intégral 12



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.17



s.12,s.17

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s.12;s.13;s.17

Ransom, Lisa AVED:EX

From: Ransom, Lisa AVED:EX
Sent: Friday, October 31, 2014 9:37 AM
To: Friedlander, Donna AVED:EX
Cc: Wilson, Shawna M AVED:EX
Subject: Response: [s.13,s.17](#)

Categories: Red Category

Hi Donna,
[s.13,s.17](#)

Lisa

From: Friedlander, Donna AVED:EX
Sent: Friday, October 31, 2014 8:58 AM
To: Ransom, Lisa AVED:EX
Cc: Wilson, Shawna M AVED:EX
Subject: RE: For Action: 2015/16 Budget Reduction Scenarios

Thank you very much for pulling this together so quickly! I have just one question in the doc, which I've inserted... please let me know your thoughts. I also did a quick calc on the change between what was planned and the new option, so see which institutions were impacted the most.

Donna

From: Ransom, Lisa AVED:EX
Sent: Thursday, October 30, 2014 6:43 PM
To: Friedlander, Donna AVED:EX
Cc: Wilson, Shawna M AVED:EX
Subject: RE: For Action: 2015/16 Budget Reduction Scenarios

Here is a trial balloon. Not elegant, but includes all the info.

[G:\Post-Secondary Finance\PSI Budget\Budget Development\2015-16 PSI Budget\Budget Changes and Options for 201516 ASDT ESL ABE.xlsx](#)

From: Friedlander, Donna AVED:EX
Sent: Thursday, October 30, 2014 9:12 AM
To: Ransom, Lisa AVED:EX
Subject: For Action: 2015/16 Budget Reduction Scenarios

Hi Lisa,

Now that we have the [unofficially official] decisions on ESL and ABE budget reductions for 15/16, can you and your team please pull together a table with revised ASDT allocation options for 15/16? I think we need to show:

1. how the original ASDT allocations were planned (1.35% across the board, evenly, based on 13/14 budgets)
2. how much institutions' budgets will drop for ESL and ABE next year

s.13,s.17

I hope this makes sense, and please let me know if you have other thoughts, as I'm open to suggestions here ☺

Thanks very much!!

Donna

Donna Friedlander, CPA, CMA
Director, Post-Secondary Finance
Ministry of Advanced Education
1st Floor, 835 Humboldt St, Victoria BC V8V 4W8
Donna.Friedlander@gov.bc.ca
P: 250-387-6142 | F: 250-952-6103

Ransom, Lisa AVED:EX

From: Lemmer, Nicola I AVED:EX
Sent: Monday, November 3, 2014 8:09 AM
To: Friedlander, Donna AVED:EX
Cc: Brewster, Kevin AVED:EX; Ransom, Lisa AVED:EX
Subject: Re: FYI for Monday

Categories: Red Category

Agreed that we can be lead. Will let you know if we need help.

Sent from my iPhone.

> On Nov 3, 2014, at 8:01 AM, "Friedlander, Donna AVED:EX" <Donna.Friedlander@gov.bc.ca> wrote:

>

> Hi Nicola,

>

> I think most of these questions are best answered by your team, but please let me know if there is some support/specific questions that we could assist with.

>

> Thanks!

>

> Donna

>

> -----Original Message-----

> From: Brewster, Kevin AVED:EX

> Sent: Saturday, November 1, 2014 4:57 PM

> To: Friedlander, Donna AVED:EX

> Subject: FYI for Monday

> Importance: High

>

> Sent from my BlackBerry 10 smartphone on the Rogers network.

> Original Message

> From: Enemark, Gord FIN:EX <Gord.Enemark@gov.bc.ca>

> Sent: Saturday, November 1, 2014 1:39 PM

> To: Brewster, Kevin AVED:EX; Fayad, Deborah EDUC:EX

> Cc: Winkelmans, Tim EDUC:EX; Lemmer, Nicola I AVED:EX; Dale, Raman FIN:EX

> Subject: ABE/ESL

>

>

s.12,s.13,s.17

>
> For AVED:

>
s.12,s.13,s.17

>
> I think thats it. Let us know if any of these require clarification.
>
> Gord

Ransom, Lisa AVED:EX

From: Hancyk, Phil AVED:EX
Sent: Tuesday, November 4, 2014 10:00 AM
To: Friedlander, Donna AVED:EX; Ransom, Lisa AVED:EX
Subject: RE: For Action
Attachments: ESL Cab Sub.xlsx

Categories: Red Category

Hi Donna, s.12,s.13,s.17

Here is a rough draft.

s.12,s.13,s.17

From: Friedlander, Donna AVED:EX
Sent: Tuesday, November 4, 2014 8:38 AM
To: Hancyk, Phil AVED:EX; Ransom, Lisa AVED:EX
Subject: For Action
Importance: High

Good morning,

In support of the cabinet submission that is now being drafted on ESL/ABE, can you/your teams please pull together the following information this morning (asap). s.12,s.13,s.17

s.12,s.13,s.17

-

Phil

-

-

-

This is a highly sensitive issue right now, so please keep this possible option confidential at this time (sorry Lisa, but I think that means I need you to pull this table together). Phil, you can ask Patricia to do this work if you like, just without the context piece behind it perhaps.

Thanks very much!

Donna

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s.12;s.13;s.17

Ransom, Lisa AVED:EX

From: Friedlander, Donna AVED:EX
Sent: Friday, November 7, 2014 2:18 PM
To: Lemmer, Nicola I AVED:EX
Cc: Brewster, Kevin AVED:EX; Ransom, Lisa AVED:EX
Subject: UBC, SFU and UVIC Net Income
Attachments: UBC, SFU & UVIC Net Income Results.xlsx

Categories: Red Category

Hi Nicola,

Please find attached a spreadsheet that will enable you to pull whichever pieces of information you need for the ESL/ABE sub. **s.12,s.13**

s.12,s.13

Thanks!

Donna

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s.12,s.13

AVED's proposal is to allow a maximum tuition for one full-time semester of \$1,600, which is comparable to an average first year Arts and Science program at the relevant institutions.

s.12,s.13

- AVED's proposal is to allow a maximum tuition for one full-time semester of \$1,600, which is comparable to an average first year Arts and Science program at the relevant institutions.

s.12,s.13

3) How long have these courses been free? Why as ESL made tuition-free in April 2012? s.12,s.13 s.12,s.13	<ul style="list-style-type: none">• In 2008, ABE became tuition free for everyone, regardless of graduation status.• In 2003, institutions were authorized to charge tuition fees to students who had already graduated – but very few institutions did so. At that time, fundamental and employment preparation programs remained tuition-free.• In 1998 ABE was tuition free.• In 1991 Fundamental ABE was tuition free in the public post-secondary system.	<ul style="list-style-type: none">• ESL became tuition free in 2012/13 as part of BC's efforts to better meet federal accountability criteria for funding received under the Canada-BC Immigration Agreement.• s.12,s.13
4) To what extent will lower income students' costs be offset by student financial assistance?	<ul style="list-style-type: none">• The Adult Basic Education Student Assistance Program (ABESAP) provides grants to cover tuition, books, transportation and childcare for students in financial need accessing adult education courses.• The maximum gross family incomes limits for ABESAP eligibility range from \$23,647 for one individual, to \$62,581 for a family of 7 or more. These family income level limits are based on Statistic Canada's low income cut-offs, which is the most established and widely recognized approach to estimating low income cut-offs. The exact same cut-off used by ABESAP is also used by Student Aid BC to determine eligibility.• ABESAP currently covers the full cost of tuition etc. for those under the income threshold.• s.12,s.13• If ABE tuition is reinstated, the ABESAP budget will grow from \$5.7M to \$7.6M, s.12,s.13 s.12,s.13• 	
s.12,s.13		



s.12,s.13



s.12,s.13



s.12,s.13

Background/Context:

On March 31, 2014, Annex A of the Agreement will expire and Citizenship and Immigration Canada (CIC) will administer funding directly under contracts to British Columbia service providers. As a result, AVED will lose approximately \$22 million in annual recoveries, which were intended to support base funding and a tuition-free policy for ESL in the public post-secondary system. The loss of over \$22 million has two components:

- 1) Loss of an annual recovery to vote of \$17.117 million by AVED; and
- 2) Loss of an annual \$5.4 million recovery from the Ministry of Jobs, Tourism and Skills Training under a Memorandum of Understanding to ensure ESL is tuition-free.

s.12,s.13



AVED has worked extensively with the public post-secondary institutions that deliver ESL, including: communicating with Presidents and key contacts; establishing a Vice-President Working Committee and a system-wide Steering Committee; and supporting a contractor to work with institutions to prepare for CIC's Call for Proposals.

s.12,s.13

- Twelve of the 17 institutions that deliver adult ESL submitted proposals to CIC for funding for immigrant language training under federal administration, beginning April 1, 2014. These 12 represent nearly 95 percent of the ESL FTEs currently being delivered by the system. CIC has informed institutions that they have all passed the initial eligibility screening.
- Ministry staff understand that Vancouver CIC office has begun reviewing 218 proposals (out of 220 initially submitted to Ottawa). CIC has told proponents that a decision on **whether** they will be funded will be made by November 10, 2013. It is at this time that contract negotiations will begin. The results (i.e. types of services and funding amounts) will not be released by CIC until negotiations are finalized – anticipated for January of 2014.
- British Columbia has no official role in advising CIC during its proposal evaluation process; however, Ministry staff continue to communicate with CIC staff to share information.

s.12



- The Ministry provided and facilitated the provision of significant information and support to institutions before and throughout the Call for Proposal process, and strongly encouraged all 17 institutions to apply for funding available from CIC.

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s.12,s.13

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- Tuition free Adult Basic Education (ABE) was introduced in 2008/09 under the Education Guarantee initiative.
- At that time, post-secondary institutions (PSIs) were charging different tuition rates, and some were already offering these programs tuition-free.
- \$6.9 million was added to PSIs base funding, offering partial compensation to institutions for lost revenue.¹

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Title: Introduce Adult Basic Education tuition fees

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s.12,s.13

- The School Act stipulates that boards of education must provide free education to school-age² students. Boards are not required to provide education programs to adults, but if they do, they cannot charge tuition to non-graduates. s.12,s.13

s.12,s.13

ABE programming is a key pathway for many adults transitioning to post-secondary education/training and the labour market. Improved sustainability of the program will ensure a key bridge to education and the labour market remains available.

² "School age" means the age between the date on which a person is permitted to enroll in an educational program provided by a board and the end of the school year in which the person reaches the age of 19 years

s.12



s.12

ABE courses range from basic literacy and numeracy to grade 12 courses. Students enrol in ABE programs to complete their high school, prepare for post-secondary education, or gain employability and life management skills³.

s.12,s.13

In 2008, the tuition-free policy for ABE was revisited and broadened to include all adults across both the K-12 and post-secondary systems. This was announced as the "Education Guarantee". In support of the Education Guarantee, government made the following investments:

- AVED increased block funding to institutions delivering ABE by \$6.9M system-wide to help offset the cost of lost tuition revenue. AVED also increased financial aid for adult learners raising the annual Adult Basic Education Student Assistance Program (ABESAP) budget to \$5.7M.
- EDUC provided \$3.1 million in enrolment grants to school boards.

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s.12,s.13

³ Currently, there are eighteen PSIs that offer ABE courses . In the K-12 system, ABE is delivered through the school districts, mostly through the continuing education programs. There is also free ABE course delivery online through distributed learning schools listed at www.LearnNowBC.ca. Further delivery occurs at the community level through non-profit organizations.

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DUPLICATE

- EDUC would introduce tuition fees for K-12 graduated adults taking academic upgrading (e.g. Preparation for post-secondary), while those taking foundation courses (e.g. Math 1 and basic literacy) would not be charged tuition fees. s.12,s.13

s.12,s.13

- Students under the age of 19 (non-adults) and non-graduated adults in the K-12 sector will not be charged tuition as per the *School Act*.

s.12,s.13

s.12

- Students enrol in ABE programs to complete high school, prepare for post-secondary, or gain employability skills. s.12,s.13

s.12,s.13

Courses range from basic literacy and numeracy to grade 12 classes.

s.12,s.13

- Tuition-free ABE was introduced in 2008/09 as part of the Education Guarantee initiative. At that time, \$6.9M was added to PSIs base funding grant to partially offset lost tuition revenues.

s.12,s.13

- A related issue is that in April 2012, Citizenship and Immigration Canada (CIC) announced that Annex A of the Canada-BC Immigration Agreement would wind up effective March 31 2014. The higher level ESL training delivered by PSIs, in large part to meet language requirements for entrance into post-secondary programming, would no longer be funded, resulting in a separate annual budget reduction of \$17M to PSIs, as of 2014/15. s.12

s.12,s.13

- Since the \$6.9M was added to PSI base operating grants to support the tuition-free policy in 2008, the allocation has not increased despite increased demand and program costs. According to the Ministry, this has resulted in PSIs subsidizing ABE delivery costs and limiting course offerings.

Table 3: ABE/ESL Enrolment in the Post-Secondary system (fiscal year)

s.12,s.13

- ABE Student Assistance program provides grants to students who demonstrate financial need (costs such as fees, books and transport), and presently has a \$5.7M budget. s.12,s.13

s.12,s.13

Table 4: Financial Implications of proposal

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s.12

As a result of the previously mentioned \$17M/year reduction in federal funding, Vancouver Community College has announced it will cease ESL delivery (Dec.31, 2014) and has issued layoffs to nearly 100 faculty and staff. Layoff notices also have been issued to faculty at Kwantlen Polytechnic University and University of the Fraser Valley. s.12

s.12

s.12,s.13

Appendix 1: ABE – Courses presently covered by EDUC

Foundational Courses	Academic Courses
<p>Literacy Foundation Courses</p> <ul style="list-style-type: none"> English Levels 1/2: Companion Reading LF English Level 1/2: Companion-Speaking & Listening English Level 1: Core English Level 2: Core English Level 3/4: Companion – Reading English Level 3/4: Companion – Writing English Level 3: Core English Level 4: Core English Level 5/6/7: Companion -Writing English Level 5: Core English Level 6: Core English Level 7: Core Information & Communications Technology Math Level 1 Math Level 2 Math Level 3 Math Level 4 Math Level 5 Math Level 6: Apprenticeship & Workplace Math Level 6: Math Foundations Math Level 7: Apprenticeship & Workplace Math Level 7: Math Foundations Science: Biology Science: Chemistry Science: Physics Social Studies 	<ul style="list-style-type: none"> First Peoples English 12 Communications 11 Communications 12 English 11 Français langue première 11 English 12 Français langue première 12 Biology 11 Biologie 11 Biology 12 Biologie 12 Chemistry 11 Chimie 11 Chemistry 12 Chimie 12 Physics 11 Physique 11 Physics 12 Physique 12 <p>Math 11</p> <ul style="list-style-type: none"> Apprenticeship and Workplace Math 11 Mathématiques pour les métiers et le milieu de travail 11 Foundations of Math 11 Fondements mathématiques 11 Pre-Calculus 11 Pré-calcul 11 <p>Math 12</p> <ul style="list-style-type: none"> Apprenticeship and Workplace Math 12 Mathématiques pour les métiers et le milieu de travail 12 Foundations of Math 12 Fondements mathématiques 12 Pre-Calculus 12 Pré-calcul 12 Calculus 12 Calcul différentiel et intégral 12

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COMMUNICATIONS PLAN

October - 2014

Ministry of Advanced Education and Ministry of Education

Subject: *Changes to Adult Basic Education policies in two ministries*

Background/Context/Environmental scan:

The Ministry of Advanced Education is making a policy change to allow public post-secondary institutions to charge for Adult Basic Education (ABE) and English as a Second Language (ESL). Previously both ABE and ESL were tuition-free.

At the same time, the Ministry of Education is making a similar policy change to allow the introduction of fees for adult high school graduates taking academic upgrading in the K-12 system. Previously, this was also tuition-free. ^{s.12,s.13}

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s.12,s.13

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The change will be implemented by EDUC in February 2015. The Education Guarantee (in EDUC) was initially a 2007 Throne Speech commitment, allowing adults who have graduated secondary school to take free secondary courses in order to complete, or upgrade courses necessary for employment or entrance to post-secondary programs.

However, the number of high school graduates who take K-12 courses like basic literacy and numeracy to upgrade their skills and education has grown by 300 per cent over the last decade. That's created significant cost pressures to EDUC – from \$2 million in 2008/09 to about \$16 million in 2013/14. As well, the percentage of adult students completing the courses is only about 55 per cent.

ABE in post-secondary education has been tuition-free since 2008. At that time the Ministry of Advanced Education redirected \$6.9 million in base funding to the public post-secondary system to partially compensate institutions for lost ABE tuition revenues. Delivery costs have increased since 2008, and institutions have said they find it more difficult each year to maintain their ABE courses on a tuition-free basis.

Institutions can start charging tuition as of Jan. 1, 2015; however, the ministry expects implementation may vary by institution. In 2013/14, public post-secondary institutions delivered ABE courses to 25,000 students and ESL to 9,000 students. Tuition fees for ABE will be set by each institution.

ESL has been tuition-free since April 1, 2012. The tuition-free policy for B.C. was possible because funding from the Canada-BC Immigration Agreement. In April 2012, Citizenship and Immigration Canada (CIC) announced it intended to terminate a part of the Agreement and move to a new model for the delivery of ESL training effective April 1, 2014. Under the new model, CIC no longer supports base-funded ESL programs or the tuition-free policy at B.C. public post-secondary institutions. CIC continues to fund tuition-free English language training for eligible immigrants through not-for-profit agencies and some post-secondary institutions across B.C.

If these proposed changes are not made to the current tuition-free model, both financial sustainability and quality are at risk. **EXAMPLE OF WHY QUALITY IS AT RISK.**

Purpose:

The purpose of this communication plan is to provide an overview of the potential options for announcing these two policy changes to school districts and post-secondary institutions as well as the media and public.

Goals/Objectives:

Messaging - Ministry of Education:

- We need to target all of our resources on students in the K-12 education system.
- School boards may offer adult and continuing education courses out of their own budget or charge tuition fees.
- There is no change for adult British Columbians who have not completed high school.
- They will still be able to complete secondary school as adults free of charge and boards of education will continue to receive full funding for those non-graduated adults.

Messaging - Ministry of Advanced Education

- Adult Basic Education and English as a Second Language programs are important pathways for many adults transitioning to post-secondary education, training and the workforce.
- Allowing public post-secondary institutions to charge tuition will improve the sustainability of the programs and make sure an important bridge to education, training and the workforce remains available.
- To support the anticipated additional demand from students in financial need, we are increasing the annual grant budget by \$1.9 million to \$7.6 million to make sure that a student's ability to pay is not an obstacle.

Communications roll out:

Towards the end of October, early November, public post-secondary institutions in British Columbia are expected to be notified that starting Jan. 2015 they can once again charge tuition for Adult Basic Education and English as a Second Language programs.

Regardless of whether the change in policy is announced jointly or separately, both Ministries will need to work together.

A decision is required about whether to make a joint or separate announcement around the new policy.

s.13

Communications Options:

s.13

ABE and ESL Communication Roll Out

In late November / early December, public post-secondary institutions in British Columbia are expected to be notified that starting January 2015 they can once again charge tuition for Adult Basic Education and English as a Second Language programs.

Note:

- Ministry of Advanced Education to work with the Ministry of Education on any communications roll out due to tuition changes for Grade 12 graduates in K-12 system.
- Chinese and South Asian media plans will need to be developed including translated opinion-editorials from the Minister, interviews and talk radio / on-camera interviews.

Communications roll out recommendation:

1. **Joint media availability in Vancouver by ministers with ministry staff:** Event to open with AVED and EDUC Ministers making a statement. Followed by ministry staff – DM / ADM – available to answer technical questions with the Ministers remaining in the room. Event to close with Ministers taking questions from media in the room. Ministers to do follow-up media as needed.

s.13

Communications Materials:

- Technical briefing speaking notes for the Deputy Minister or ADM (non-attributable)

- Speaking notes for the Advanced Education Minister
- Statement attributable to the Advanced Education Minister
- Information bulletin
- Factsheet to be posted online
- Opinion-editorial translated into Chinese and Punjabi
- Questions and answers (internal use only)
- Issues notes – tuition and funding recovery (internal use only)