



**BC Passport to Education  
Redemption Form**  
(for students claiming directly from the Ministry of  
Education)

 [www.gov.bc.ca/scholarshipsprogram](http://www.gov.bc.ca/scholarshipsprogram)  
 [Scholarships@gov.bc.ca](mailto:Scholarships@gov.bc.ca)  
 250-356-2443

Present Name \_\_\_\_\_

Former Name (proof of name change required) \_\_\_\_\_

Address (for mailing of cheque) \_\_\_\_\_  
\_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

Personal Education Number (PEN) \_\_\_\_\_

Canadian Social Insurance Number \_\_\_\_\_

Email Address \_\_\_\_\_

**IMPORTANT NOTE:** Check to make sure **you have enclosed all of the following information before mailing** your claim to the address provided below:

- **Original Passport to Education Booklet and/or Declaration of Lost Stamps form**
- **Proof of Tuition Fees paid** – a copy of a receipt of tuition fees **paid** or an account balance summary showing payments made to your account in at least the amount of the stamps you are redeeming
- **Proof of Registration/Attendance** – The post-secondary institution will either stamp and fill out their portion of this redemption form below **or** stamp the back of your Passport booklet **or** provide a letter on their letterhead confirming that you are currently registered and attending a specific program and confirming the start date of the program.

**TO BE COMPLETED BY REGISTRAR'S OFFICE (OPTION)**

Institution Stamp  
Placed Here

Name of Institution: \_\_\_\_\_

Date of Enrolment: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_

**Mail this completed form, Passport Award and documentation to:**

Provincial Scholarships Program  
Ministry of Education  
PO Box 9886 STN PROV GOVT  
Victoria BC V8W 9T6

For the purpose of processing Passport to Education awards, students' personal information will be collected under the authority of the *Freedom of Information and Protection of Privacy Act*, Section 26 (c). Students' personal information is used to redeem the award and process payment. Questions regarding this collection can be sent to: Director - Education Program Delivery, Ministry of Education, PO Box 9886 Stn Prov Govt, Victoria BC V8W 9T6