

#### **DEADLINE**

Six weeks before your study period ends.

#### WHAT IS AN APPEAL?

An appeal is the process by which you have the opportunity to request a reconsideration of your assessed award. If you have had an exceptional circumstance that meets one or more of the criteria listed below and you have not received the maximum amount of funding for the application study period, you may submit an appeal request. Once evaluated, the appeal request may result in a change to your StudentAid BC award.

### APPEAL CRITERIA

You can submit an appeal request if:

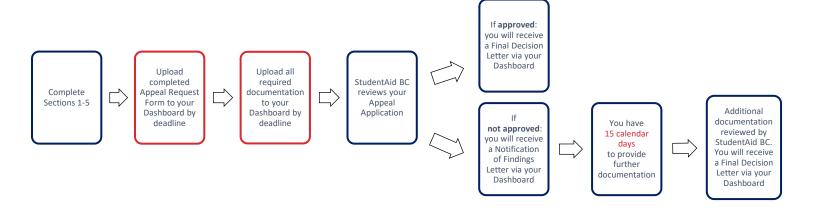
- Your ability to get your part-time loan funding application submitted on time was affected by exceptional circumstances.
- Your total family income falls above the middle-income threshold set out by the federal government, but was affected by exceptional circumstances.

Exceptional circumstances include:

- Medical illness or injury
- Family emergency (e.g., death or injury)
- Natural disaster
- Layoff, strike, lockout or other reduction in earnings beyond your control
- Other exceptional circumstance

### APPEAL INSTRUCTIONS

- 1. Talk to a Financial Aid Officer at your school, they can help you with the appeal process. If you are unable to contact a Financial Aid Officer, contact <u>StudentAid BC</u>.
- 2. Review the Appeal Criteria.
- 3. Complete Sections 1-5.
- 4. Upload your completed Appeal Request Form and all required documentation to your StudentAid BC <u>Dashboard</u>.



Appeal Request Form starts on page 2.



TOTAL MONTHLY NET INCOME

# APPEAL REQUEST FOR PART-TIME FUNDING

SECTION 1 – STUDENT INFORMATION			
STUDENT'S SOCIAL INSUE	RANCE NUMBER ST	TUDENT'S APPLICATION NUMBER	R
STUDENT'S FIRST NAME			MIDDLE INITIAL
SECTION 2 – REQUIRED DOCUMENTATION			
You must submit all of the following documentation to your StudentAid BC <u>Dashboard</u> to support your appeal request:  A letter describing the circumstances that meet one of the Appeal Criteria (see page 1).  All relevant supporting documentation.  YOUR ASSESSMENT WILL BE DELAYED OR DENIED IF YOU DO NOT SUBMIT ALL REQUIRED DOCUMENTATION.			
SECTION 3 – MONTHLY EXPENSES			
MORTGAGE/RENT	\$ .00	PHONE	\$ .00
SECOND MORTGAGE	\$ .00	DAYCARE	\$ .00
FOOD	\$ .00	TRANSPORTATION	\$ .00
MEDICAL	\$ .00	VEHICLE PAYMENT 1	\$ .00
DENTAL	\$ .00	VEHICLE PAYMENT 2	\$ .00
HYDRO	\$ .00	VEHICLE INSURANCE	\$ .00
CABLE	\$ .00	VEHICLE UPKEEP	\$ .00
WATER	\$ .00	GAS	\$ .00
HEAT	\$ .00	OTHER*	\$ .00
*Itemize other expenses:  SECTION 4 – TOTAL EXPENSES			
TOTAL MONTHLY EXPENSES \$ .00 All information is subject to verification and could result in an overaward if information is misreported.			

Appeal Request Form continues on page 3.

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## **SECTION 5 – DECLARATION**

By submitting this request for an appeal, I understand that:

- All terms agreed to on my application will remain in force.
- StudentAid BC may consider information from prior applications in my appeal request.

I certify that information provided with this request is accurate and correct.



Collection and use of information: The information included in this form and authorized above is collected under Sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act*, and under the authority of the *Canada Student Financial Assistance Act*, R.S.C. 1994, Chapter C-28 and StudentAid BC. The information provided will be used to determine eligibility for a benefit through StudentAid BC and for statistical and evaluation purposes. If you have any questions about the collection and use of this information, contact the Director, StudentAid BC, Ministry of Post-Secondary Education and Future Skills, PO Box 9173, Stn Prov Govt, Victoria B.C., V8W 9H7, telephone 1-800-561-1818 (toll-free in Canada/U.S.) or +1-778-309-4621 from outside North America.

Upload completed Appeal Request Form and all required documentation to your StudentAid BC Dashboard at studentaidbc.ca/dashboard.

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