

# How to complete and submit the Confirmation of Enrolment Form

## Instructions to Institution:

The purpose of the confirmation of enrolment is for you to confirm the enrolment of this student for the study period indicated on this form.

1. Please confirm enrolment by checking one of the boxes.
2. Please indicate the amount, if any, you want remitted directly to your institution. This amount CANNOT exceed the amount of the disbursement. If you do not require any funds remitted to your institution, please enter \$0.00 or leave field blank. It is expected that you have discussed the amount to be paid to the institution with the student prior to requesting funds.
3. Sign here. Only an institution signing officer authorized by StudentAid BC may complete this confirmation of enrolment.
4. Indicate the date signed. THIS FORM IS INVALID IF SIGNED PRIOR TO THE DISBURSEMENT DATE, OR IF SIGNED MORE THAN 30 DAYS AGO.
5. Print your name. The form is invalid if the name indicated and the signature name do not match.
6. Indicate your title.
7. You must validate this form with your official institution stamp or seal.

Email the completed confirmation of enrolment to StudentAid BC.

Please DO NOT forward the original by mail.

Please check the institutional information on the front of this form and make corrections if necessary.

**Email Address:** [StudentAidBC@gov.bc.ca](mailto:StudentAidBC@gov.bc.ca)

## Instructions to International Students:

1. Take this confirmation of enrolment with the instructions to your institution on or after the disbursement date for your enrolment to be confirmed.
2. Your institution will return this confirmation of enrolment to StudentAid BC.
3. StudentAid BC will electronically forward your confirmation of enrolment information to the National Student Loans Service Centre.
4. The National Student Loans Service Centre will electronically deposit your student financial assistance into your bank account. Please allow two to three business days for deposit of funds.
5. The disbursement amount indicated on this confirmation of enrolment is the amount of your current disbursement; **however**, if your institution is to receive all or part of this disbursement for tuition and/or fees, the amount you will receive may be less than the amount shown on this form. Check your application status on the StudentAid BC web site at: [www.StudentAidBC.ca](http://www.StudentAidBC.ca) to confirm how much of your funding will be paid to your school.

**NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED**