

SIMS Instructional Guide

June 4 , 2025 release



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3.1 Obtaining a BCeID

A Business BCeID is required by institutions to access SIMS. A Basic BCeID will not provide you with full functionality. When first applying for a Business BCeID you will be provided with a Basic BCeID and a confirmation code will be mailed to the institution. Please do not attempt to register your institution in SIMS with the Basic BCeID.

Instructions for applying for a Business BCeID are available [here](#).

3.2 Account Creation

Each institution needs to have a BCeID account created to access the SIMS system. The first step is to have a Business BCeID or a Basic BCeID for the institution and to have an account administrator added to that BCeID so that they can access it.

[3.2.1 Business BCeID](#)

Background

Institutions with a Business BCeID can manage more of the account and have an easier overall experience setting up their profile.

Process

The institution user that is attached to the Business BCeID as the profile manager will login to the SIMS Institution Account using their BCeID. The institution will be prompted to create the institution profile.

Complete the “Create Your Institution Profile” page.

Create Your Institution Profile

Please confirm your email and add your institution details below. An account will be created for your institution and you will be assigned an admin.

Your profile

Given names ⓘ
SIMS

Last name ⓘ
COLLD

Verified email *
andrew.schwenker@GOV.BC.CA

ⓘ Updating read-only information

The read-only information above is retrieved from your BCeID account and it is not possible to change it here. If any read-only information needs to be changed, please visit [bceid.ca](#).

Your institution profile

Legal operating name ⓘ
College D

Operating name ⓘ *

Institution type *
Select

Institution regulatory body *

Select create profile, the profile will be approved automatically and allow access to the main home page for the institution.

3.3 Account Administration

3.3.1 Adding Users

Each Institution needs to add users that will have access to the system and will be able to act on behalf of the Institution.

There are four types of users: User, Admin, Legal Signing authority, and Read only:

- Legal Signing Authority - Each institution can only have one legal signing authority. The legal signing authority must have the ability to sign on behalf of the institution. The legal signing authority does

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not have to be the same individual that signed the Memorandum of Understanding (MOU). This user type is the only one that can complete the designation request process.

- Admin User - The admin user exists to handle all day-to-day institution account management. Admin users can interact with all locations.
- User - Can complete day-to-day tasks. Users are attached to specific institution locations and will only be able to interact with the locations they are connected to.
- Read only user - Can view information in SIMS but cannot perform any tasks.

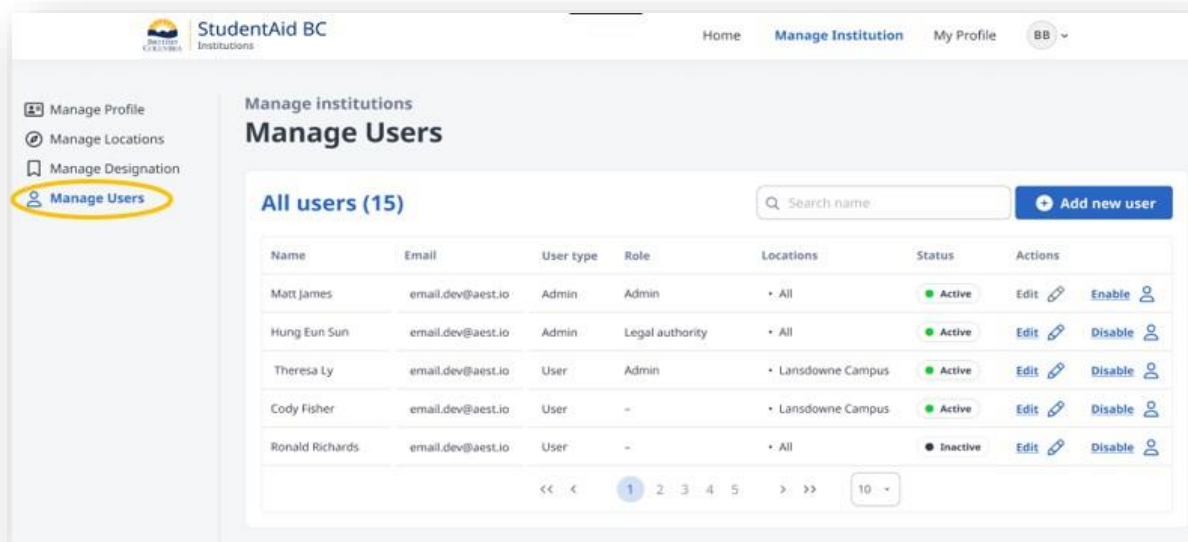
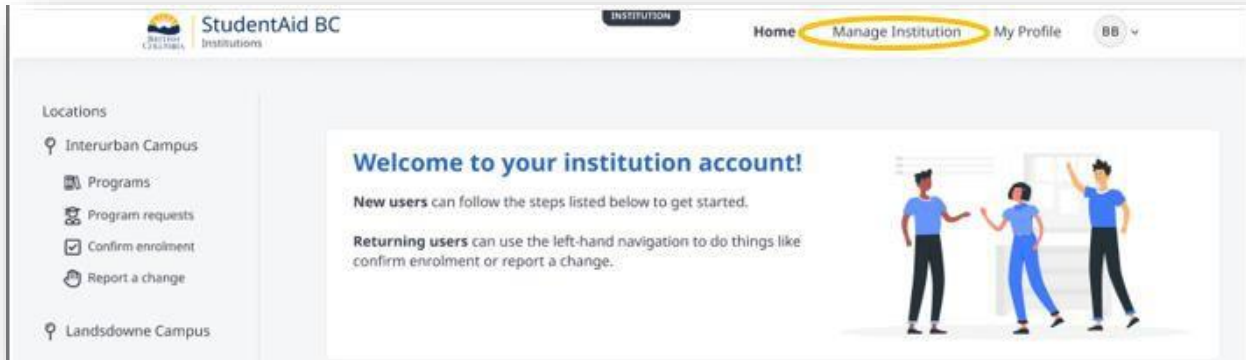
[3.3.2 Add User for Business BCeID](#)

Background

Business BCeID institutions will need to maintain the users in their institution account. To add a user the account manager of the Business BCeID account will need to update the users on the Business BCeID platform first because the information to add a user using the Student Information Management System will pull the names of the eligible users directly from the BCeID account.

Process

Once logged into the account click on the manage institution link.



Next click Manage users located on the left-hand side. This will take you to the manage users' page.

Click "Add new user".

The “Add new user” tab will pop up. You will then add the new users by selecting them from the drop-down menu. Select the role to be assigned and attach them to the appropriate locations. This information is pulled from the Business BCeID database external from SIMS.

Add new user

Business BCeID user ID

Select a user

☒ Admin ☒ Legal signing authority

Assign user to locations

Locations	Roles
Interurban Campus 4461 Interurban Rd, Victoria, BC	<input type="radio"/> User <input type="radio"/> No access
Landowne Campus 3100 Foul Bay Rd, Victoria, BC	<input type="radio"/> User <input type="radio"/> No access

Cancel

Add user now

Note

Manage Profile

Manage Locations

Manage Designation

Manage Users

Manage institution

Manage Users

All users (1)

- Admin roles can access **all features**
- User roles can access **some features**
- Legal Signing Authority role is an admin with an **additional feature**

Name	Email	User Type	Role	Locations	Status	Action
daq jiang		Admin	Legal Signing Authority	• All	Active	Edit

To add just a standard user you will first need to add the location that they will be attached to.

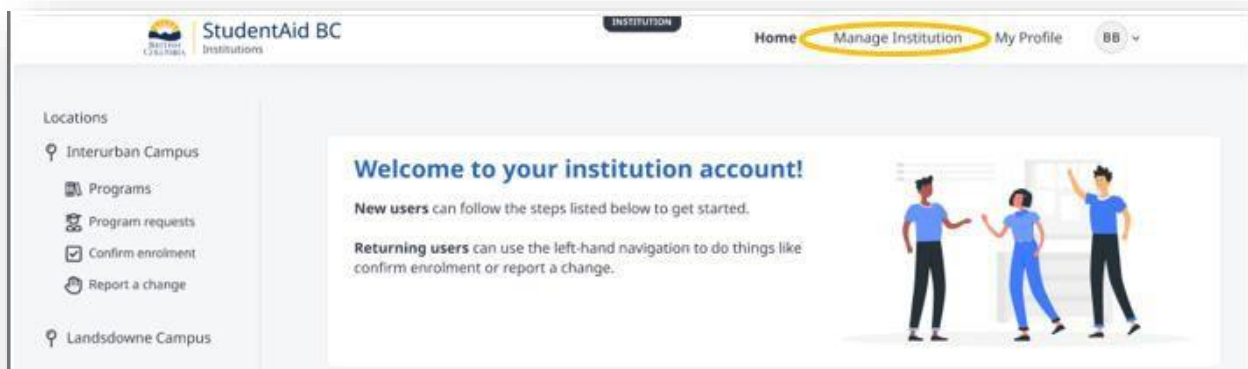
3.3.3 Editing Users

Background

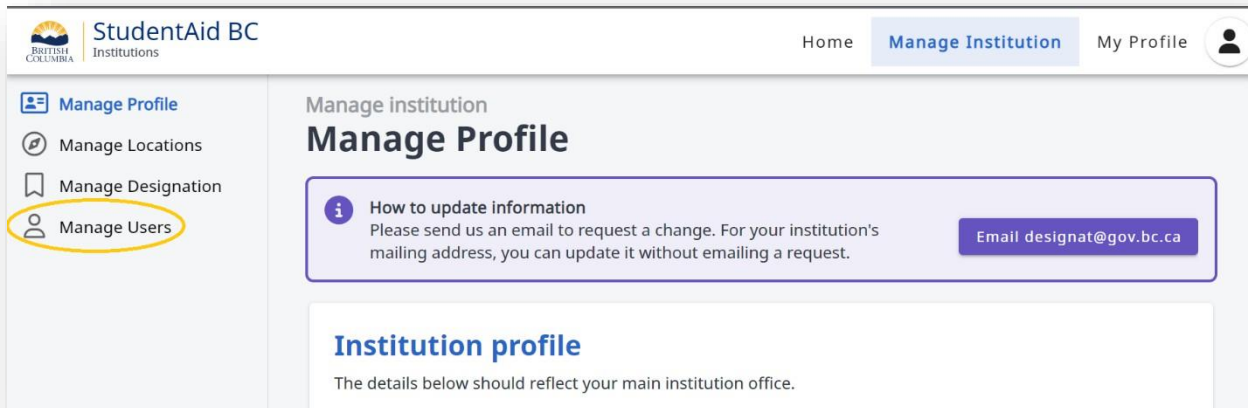
Managing users is the responsibility of the institution. The institution must maintain up to date records for each of its employees that can access the system. This includes ensuring they have the correct authorization or disabling staff members that have departed the organization.

Process

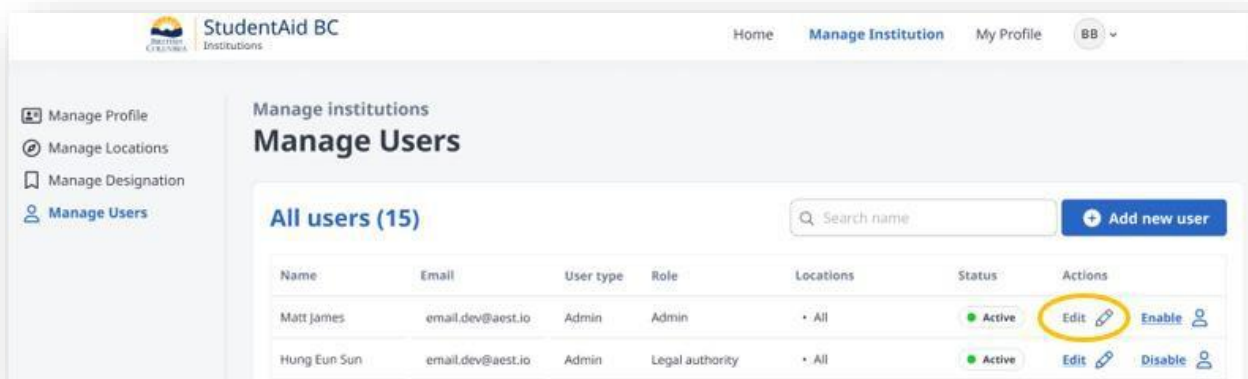
To make changes to a user an admin user must access the manage institution page.



Next select “Manage users” on the left-hand side of the page.



Then go to the user you want to change on the list and click “Edit”.



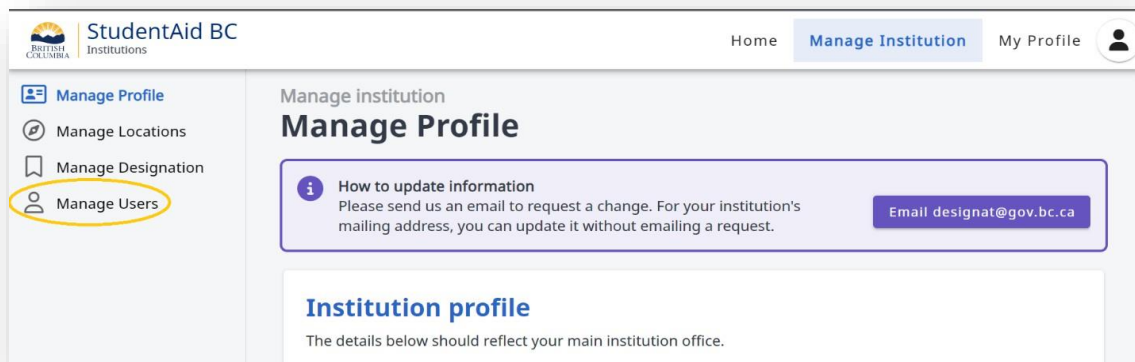
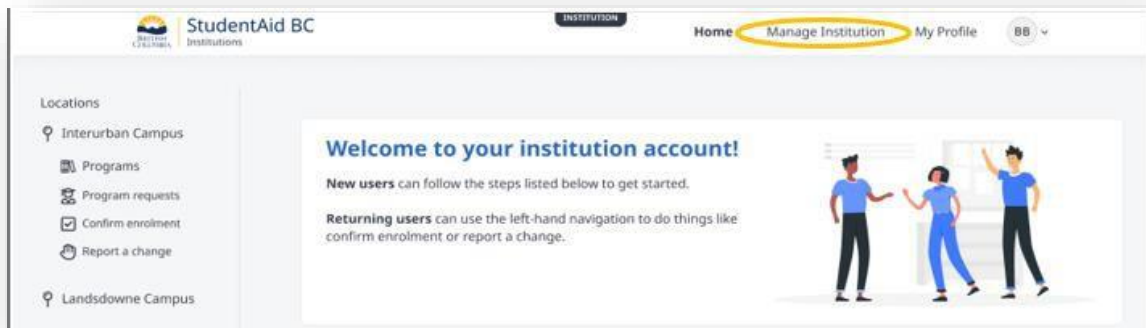
From here make the changes necessary and click “Edit user now”

3.3.4 Disable Users

A part of the management of users requires the institution to also disable users that will no longer have permission to access the system.

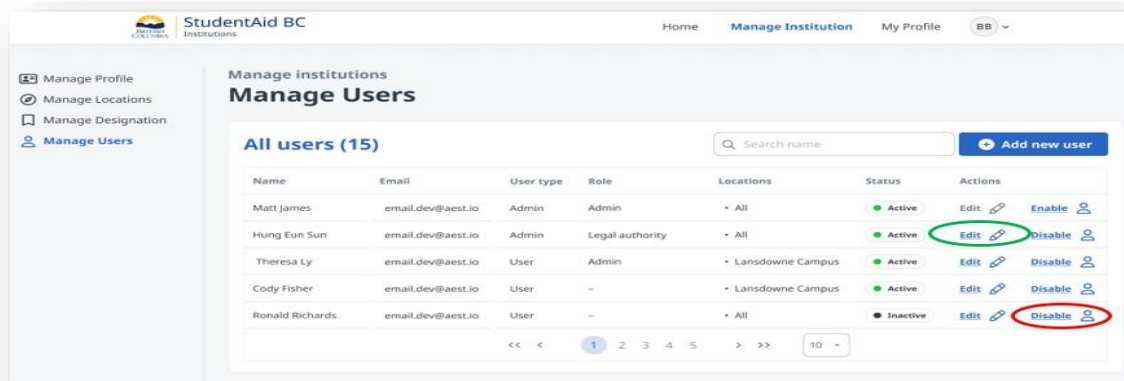
Process

Access the manage institution page at the top right of the home page.



Click “Manage Users” on the left-hand side of the page.

Go to the user you would like to disable and click Disable



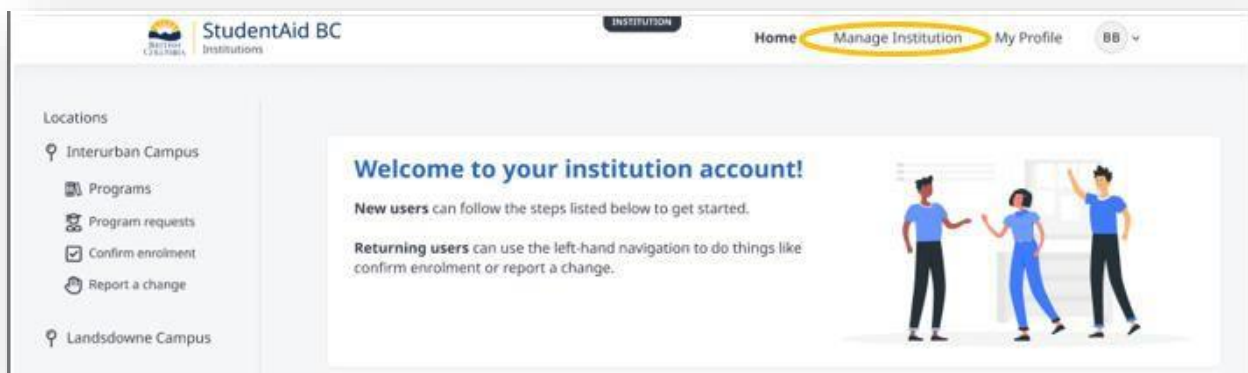
3.3.5 Adding Locations

Background

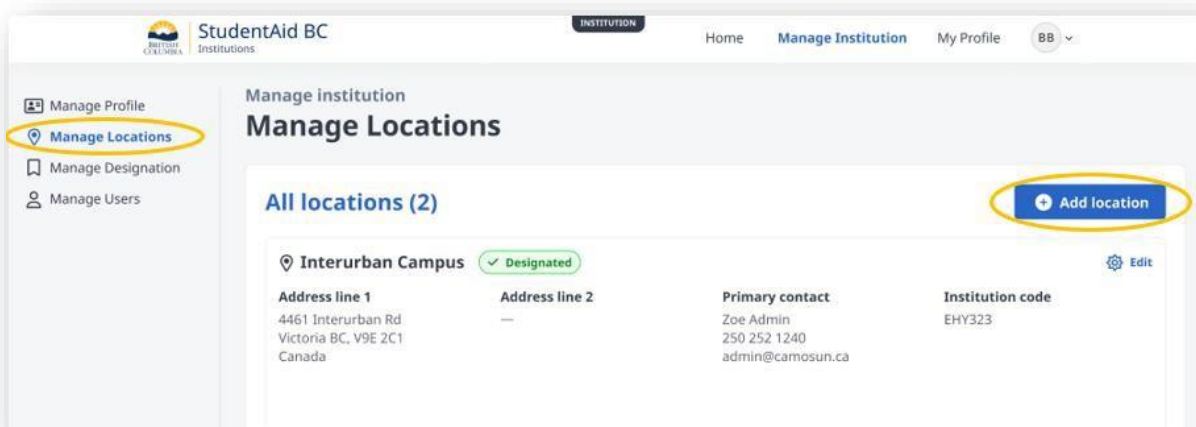
The institution is required to add each location that will offer courses eligible for financial aid. This is done through the institution account under the “Manage institution” section. Without adding the locations and including them in the designation process, no programs offered at those locations will be eligible for funding. Each location will also have their own unique Federal Institution Code as it appears on the [Master Designation List](#). (Please see section 3.4 for more information on the designation process)

Process

Select manage institution to access the manage institution page.



Click on manage locations and then select add location.



Enter the location information and submit.

Note

BC Publics only have one location for designation in SIMS. BC Privates will have an EI Code for each location.

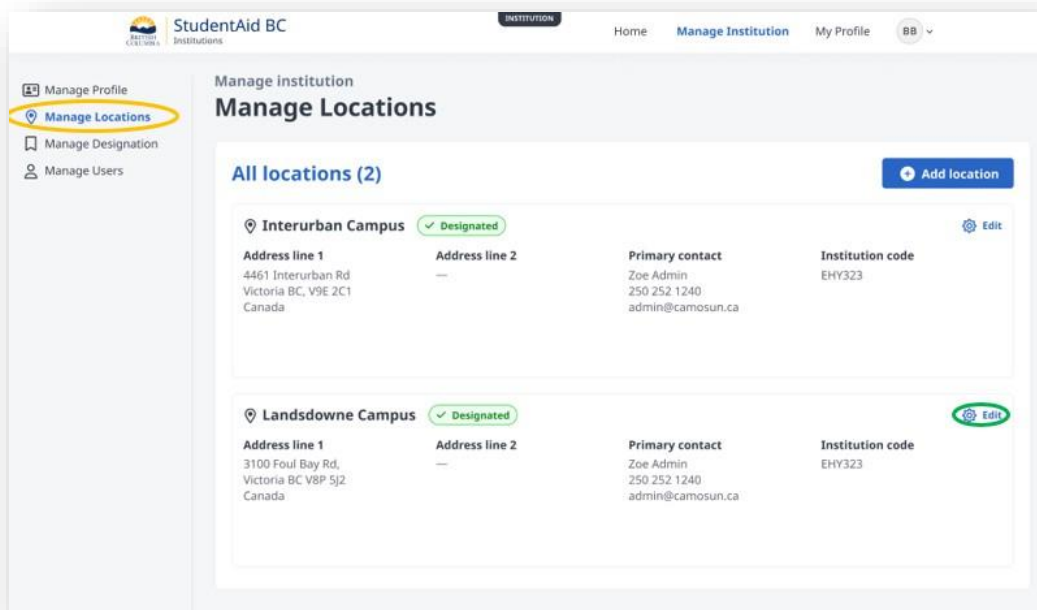
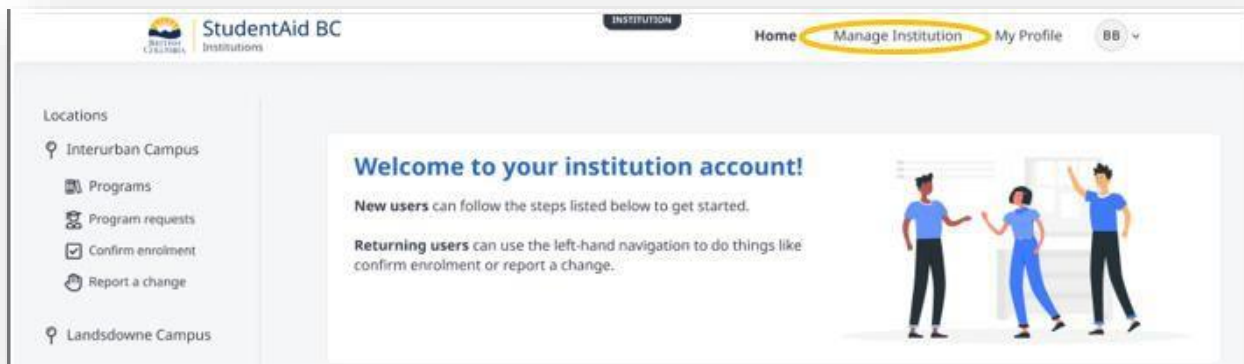
3.3.6 Edit Locations

Background

Locations may occasionally require editing. This functionality is available to maintain up to date records within the SIMS system. Institution users will only be able to change the Location primary contact information. If other changes are required, please email DESIGNAT@gov.bc.ca.

Process

Select manage institution to access the manage institution page.



Select manage locations. Click “Edit” on the location to be changed.

Make the required changes to the Location primary contact and click submit to finalize the changes.

3.4 Institution Designation

Institution Designation is the process by which Post-Secondary institutions are deemed eligible to administer federal and provincial student financial assistance. Designation allows students attending colleges and universities to access financial aid programs, making education more affordable and accessible. It helps students pursue their educational goals without being burdened by excessive financial barriers.

[3.4.1 Designation Framework](#)

SABC institution designation is guided by the pan-Canadian Designation Policy Framework. In 2001, provincial/territorial and federal governments developed a framework to guide institution designation policy. The policy framework is based on the principles of taxpayer protection, accountability, informed choice, and consumer protection. The framework outlines the following elements for designated institutions:

- The institution’s programs meet the eligibility criteria as defined by federal, provincial, and territorial legislation with respect to Post-Secondary education.
- The institution is capable of appropriate administration of the student loan program and is accountable for this administration.
- The institution provides students with adequate consumer protection and information upon which to make informed choices about their Post-Secondary options. Designated educational institutions are expected to focus on student success, improve ways to retain students and ensure students improve their overall employability so they can repay their loans.
- The level of financial risk of designated institutions is monitored and addressed.

[3.4.2 Designation Requests](#)

Background

Designation requests are completed for all institutions through the Student Information Management system. Institution users cannot 'delete' or withdraw a designation request. The request must be actioned by Ministry staff before a new designation request can be submitted. An approved designation is not required to continue operating in the system. All functionalities will remain available even if designation status is not requested or pending. An approved designation is required for students to locate the school and submit their application.

3.4.3 B.C. Public Institution Designation

Background

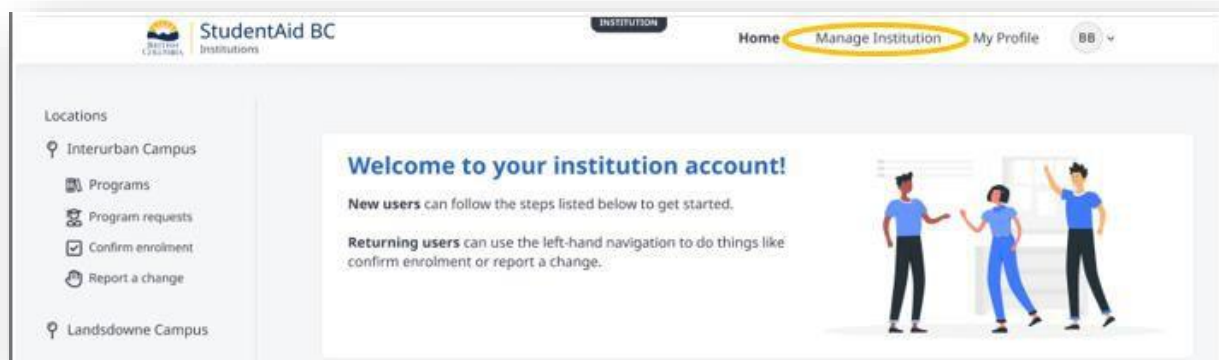
B.C. Public Institutions are designated through a Memoranda of Understanding (MOU) with the StudentAid BC. BC Public Institutions must request designation in the Student Information Management System (SIMS). Requesting designation in the Student Information Management System (SIMS) must be completed by signing all other associated documents. The Designation Request will not be approved until the institution returns the signed MOU to StudentAid BC for review.

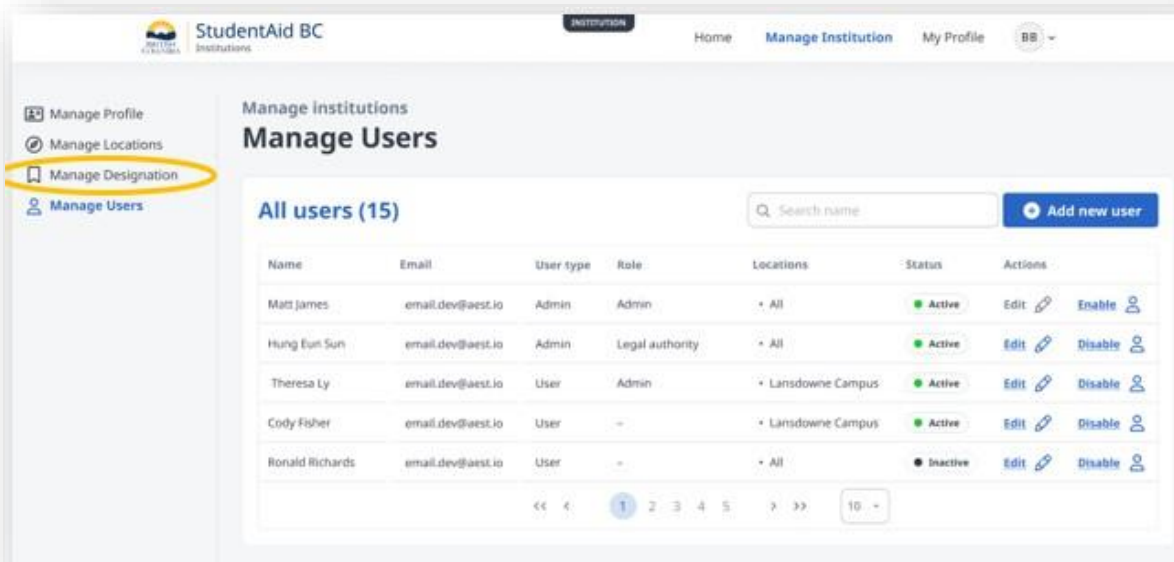
Reminder

The Legal Signing Authority user is the only one that can complete the Designation Request process.

Process

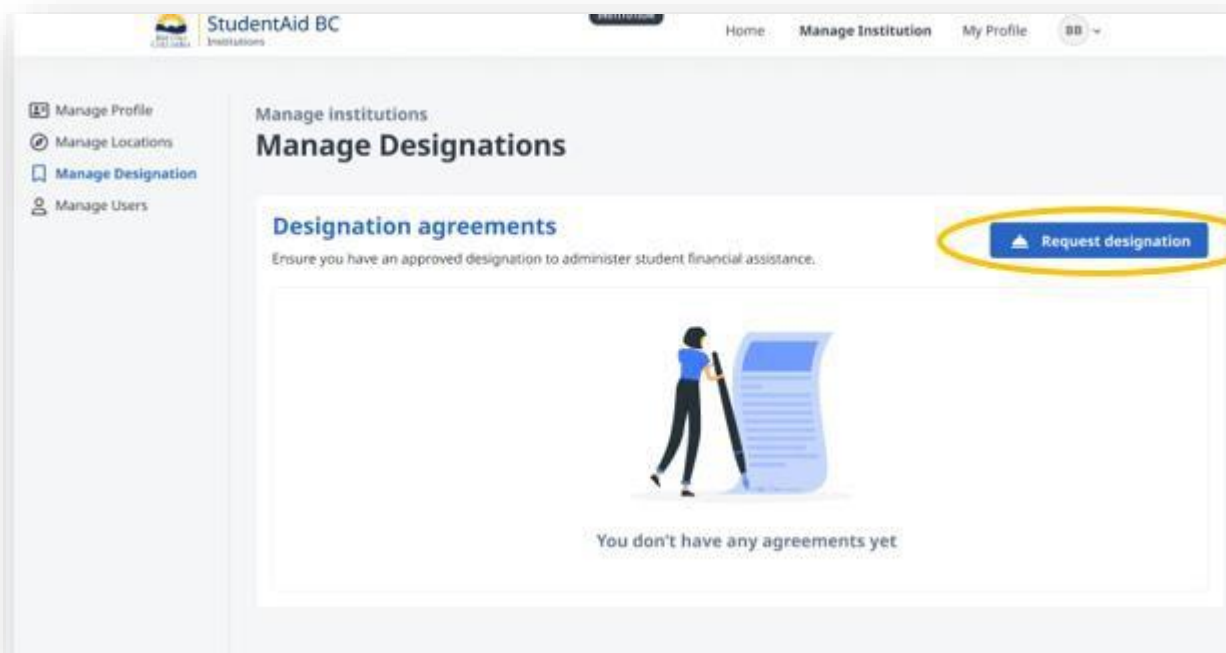
From the institution home page select “Manage Institution”.





Select “Manage Designation” on the left-hand side of the screen.

Then on the top right side of the screen select “Request designation”.



Select the location included in the designation request. This is done by checking the boxes next to the location being designated and then click “Submit”.

Designation details

Institution name: Birbilopolous Institution type: BC Public

Designated locations

Request your location(s) be designated. To add locations, go to [manage locations](#).

Name	Address	Request for designation
Chewyopolous	123 birb, Vernon, BC, V1T7H6, Canada	<input type="checkbox"/>
DeathStrok University	3011 Vernon rd, Vernon, BC, V1T7H6, Canada	<input type="checkbox"/>
Houstonopolous	111 dog st, vernon, BC, V1T7H6, Canada	<input checked="" type="checkbox"/>

at least one location must be selected

[Cancel](#) [Submit](#)

Note

You can select multiple locations at a time and submit them as one request.

3.4.4 Private Institution Designation

Background

B.C. Private institutions will be required to complete the online designation process that will walk them through the required information they must submit online in the system. For additional details on the required support documentation please contact StudentAid BC at DESIGNAT@gov.bc.ca.

Process

From the institution home page select “Manage institution”.

StudentAid BC Institutions

Home **Manage Institution** My Profile

Locations

- Interurban Campus
- Programs
- Program requests
- Confirm enrolment
- Report a change
- Landsdowne Campus

Welcome to your institution account!

New users can follow the steps listed below to get started.

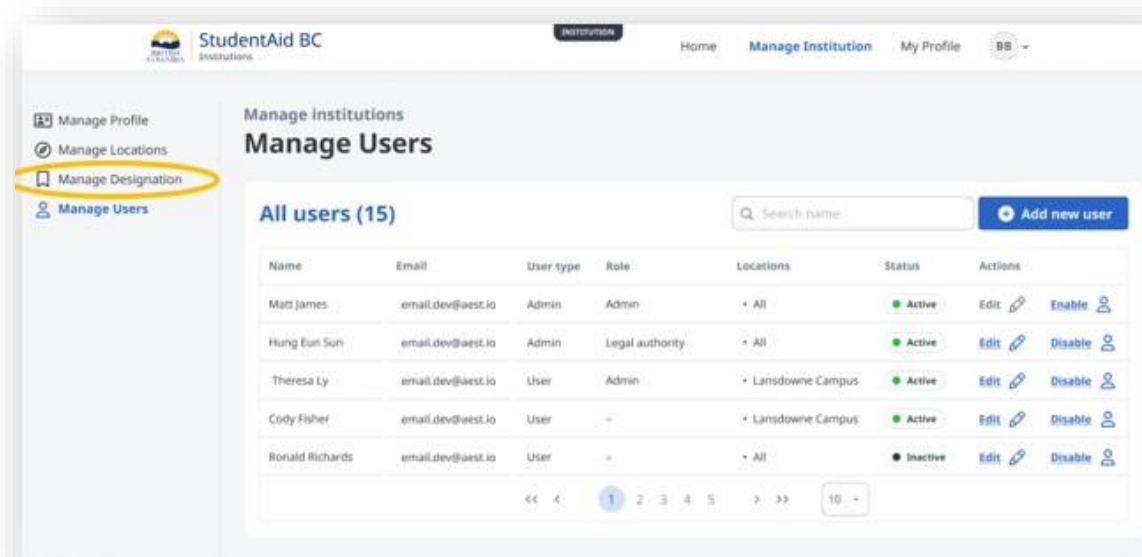
Returning users can use the left-hand navigation to do things like confirm enrolment or report a change.

Select Manage Designation on the left-hand side of the screen.

Select the location that will be included in the designation request. This is done by checking the boxes next to the location being designated and then click “Submit”.

Note

You can select multiple locations at a time and submit them in bulk. However, it is easier from an administrative perspective to request each location individually.



Designation details

Institution name: Birbilopolous
Institution type: BC Public

Designated locations

Request your location(s) be designated. To add locations, go to [manage locations](#).

Name	Address	Request for designation
Chewyopolous	123 birb, Vernon, BC, V1T7H6, Canada	<input type="checkbox"/>
DeathStrok University	3011 Vernon rd, Vernon, BC, V1T7H6, Canada	<input type="checkbox"/>
Houstonopolous	111 dog st, vernon, BC, V1T7H6, Canada	<input type="checkbox"/>


at least one location must be selected

Signing officers

Add your signing and enrolment officers below. **Your eligibility and enrolment officer need to be different people.**


Eligibility officers have responsibility and authority for:

- Completing the Confirmation of Enrolment process to confirm the student's enrolment and attendance status
- Documenting the student's tuition payments to your institution
- Reporting changes to the student's scholastic standing (withdrawals, unsuccessful completion, or early completion)
- Reporting changes to course load

Name *	Position (title) *	Email *	Phone *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
+ Add Another				

Enrolment officers have responsibility and authority for:

- Completing the Program Information Requests (to help students confirm and/or locate program and study period offering information)

Name *	Position (title) *	Email *	Phone *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
+ Add Another				

Enter all Signing officers (eligibility and enrolment officers)

Note

It is necessary to have distinct individuals serving as an Eligibility Officer and an Enrolment Officer, ensuring separation of duties and preventing conflicts of interest. By maintaining this distinction, organizations can promote transparency, impartiality, and effective management of eligibility assessment and enrollment processes.

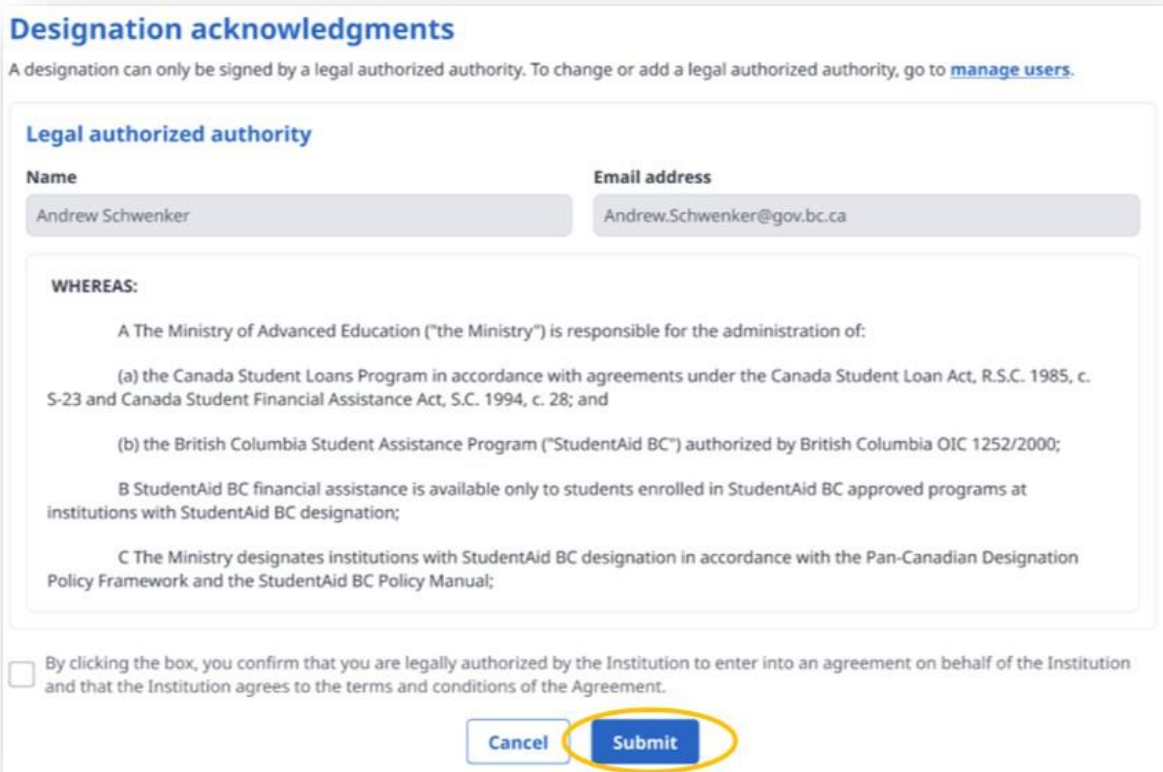
Confirm and accept all agreement documents.

Agreement documentation

Please check each box to confirm that you have read, understood, and agreed to each Schedule:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Schedule A * | Schedule A - StudentAid BC Policy Manuals |
| <input type="checkbox"/> Schedule B * | Schedule B - StudentAid Administration Manual |
| <input type="checkbox"/> Schedule D * | Schedule D - Information Sharing agreement |

Select and confirm that the person signing off on the designation request has the legal signing authority to enter into an agreement on behalf of the institution and then submit.



Designation acknowledgments

A designation can only be signed by a legal authorized authority. To change or add a legal authorized authority, go to [manage users](#).

Legal authorized authority

Name
Andrew Schwenker

Email address
Andrew.Schwenker@gov.bc.ca

WHEREAS:

A The Ministry of Advanced Education ("the Ministry") is responsible for the administration of:

(a) the Canada Student Loans Program in accordance with agreements under the Canada Student Loan Act, R.S.C. 1985, c. S-23 and Canada Student Financial Assistance Act, S.C. 1994, c. 28; and

(b) the British Columbia Student Assistance Program ("StudentAid BC") authorized by British Columbia OIC 1252/2000;

B StudentAid BC financial assistance is available only to students enrolled in StudentAid BC approved programs at institutions with StudentAid BC designation;

C The Ministry designates institutions with StudentAid BC designation in accordance with the Pan-Canadian Designation Policy Framework and the StudentAid BC Policy Manual;

☐ By clicking the box, you confirm that you are legally authorized by the Institution to enter into an agreement on behalf of the Institution and that the Institution agrees to the terms and conditions of the Agreement.

[Cancel](#) [Submit](#)

[3.4.5 All Other Post Secondary Institution Designation](#)

At this time all institutions outside BC will complete the designation process in the same way as BC private institutions. Please refer to the instructions prior for the steps needed to complete the process.

3.5 Programs

A program is defined as a course or series of courses leading to a credential. Institutions are required to report to StudentAid BC information describing each program of study as approved by the governing body overseeing the delivery of the program and/or the operation of the institution.

[3.5.1 Adding a program](#)

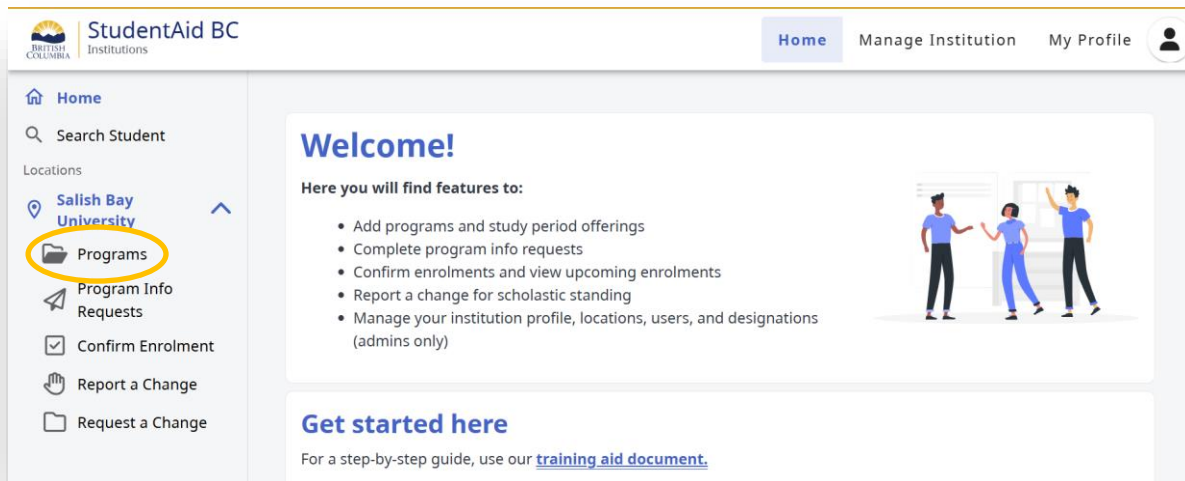
Background

Each eligible program available at an institution must be included in the account. Programs only need to be entered once, and they will remain available for all subsequent program years. Programs are

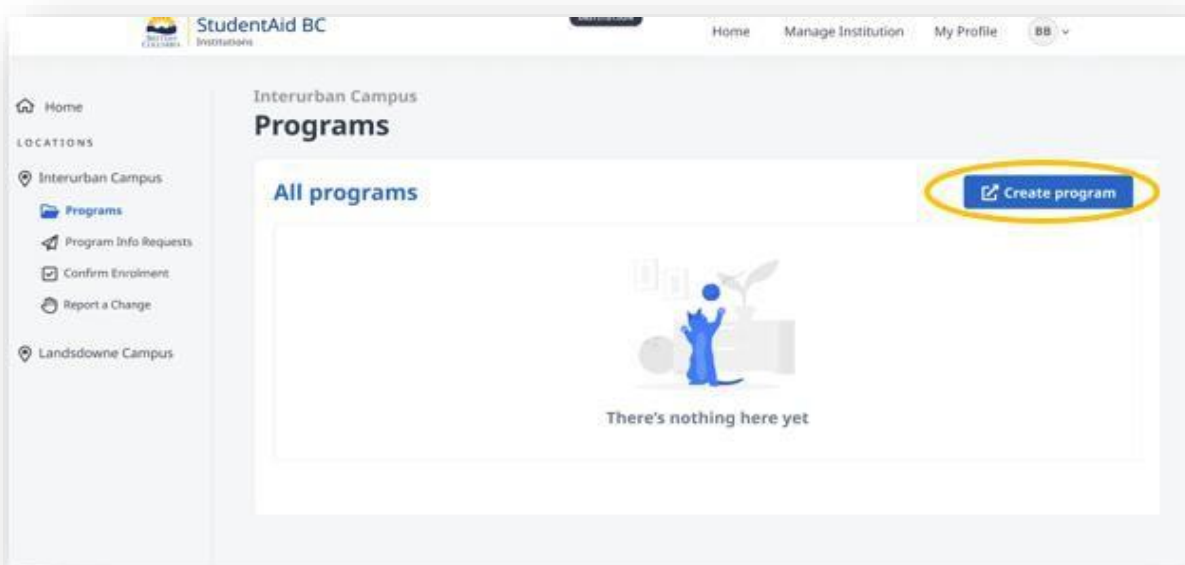
automatically applicable to all locations; therefore, the location name should be specified in the program title if it needs to be differentiated across locations.

Process

On the home page click on the location that you want to add the program for and then click programs.



Click the create program.



Complete the program information fields (all fields with a red asterisk are mandatory).

Program information

Program name *

Program description

Credential type *

Classification of Instructional Programs (CIP) *

Format (##.####)

When completing the program information, you will be asked to identify the duration of the program:

Program eligibility

Are students able to take this on a part time basis? ? *

- ☐ Yes
☐ No

How will this program be delivered? (Select all that apply) *

- ☐ On site
☐ Online

Program length

This qualifies students for specific funds or grants.

12 weeks to 52 weeks
53 weeks to 59 weeks
60 weeks to less than 2 years
2 Years to less than 3Years
3 Years to less than 4 Years
4 Years to less than 5Years
5 Years or More

Accuracy in response to the question is important as the duration is connected to federal and provincial grant eligibility. Below is a chart which further defines the categories above:

New SIMS Program Length Category Options	Intention for Program length
12 weeks to 52 weeks*	12-52 weeks
53 weeks to 59 weeks (New)	53-59 weeks
60 weeks to less than 2 years (New)	60-103 weeks
2 years to less than 3 years	104-155 weeks
3 years to less than 4 years	156-207 weeks
4 years to less than 5 years	208-259 weeks
5 years or more	260 weeks or more

*Note: Weeks refer to weeks of study up until the last day of a term or exams.

Online delivery should be selected if a program is only offered online. If students can study in a blended delivery format, select both onsite and online so that you can create a blended offering.

When you are done go to the bottom of the page and click “Submit”.

Tip

The StudentAid BC Program code is optional; however, it is pre-requisite for using the Bulk Offering Upload feature.

The Institution Program Code is optional and helps create unique identifiers for the programs. The program code can interact with the CIP Code and StudentAid BC Program Code for further identification.

Tip

The program description field can be used to provide information to students applying for funding. If you are an institution with students applying term by term, you could comment. If you want all students in a program, regardless of option, to apply under one code, a comment can be added here. This field can be edited at any time.

Tip

In order for a student to be able to apply for part time funding you must have indicated “yes” to the question “Are students able to take this on a part-time basis.”

[3.5.2 Changing a Program](#)

Background

Sometimes there will be scenarios where there will be a need to change a program. A program will be fully editable up until the first offering is submitted for that program. Once an offering is attached, there will be limitations on editing a program so as not to impact active validations of the offerings connected to the program. If there is something you need to change that is in a locked field, you will need to deactivate the program and create it again. See section 3.5.3

Process

Select the program you would like to change from your list of programs.

The screenshot shows the 'Interurban Campus Programs' page. On the left is a sidebar with navigation links: Home, LOCATIONS, Interurban Campus (with sub-links for Programs, Program Info Requests, Confirm Enrollment, and Report a Change), and Landsdowne Campus. The main content area is titled 'Interurban Campus Programs' and contains a table of 'All programs'. The table has columns: CIP, Program name, Credential, Study periods, Status, and Action. The first row is highlighted, and its 'View' button is circled in yellow. A search bar and a 'Create program' button are at the top right of the table.

CIP	Program name	Credential	Study periods	Status	Action
00.0000	Practical Nursing	Associate degree	2	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Inactive	View

Once selected click Program actions in the top right corner of the screen.

The screenshot shows the 'Program Detail' page for a program named 'Knitting'. The page includes a back arrow, the program name, and a status indicator 'Approved'. Below this are three columns of information: Description, Offering, and Credential Type. Further down are Classification of Instructional Programs (CIP), National Occupational Classification (NOC), and Institution Program Code. At the bottom, there is a section for 'Study period offerings (4)' with a search bar and an 'Add offering' button. The 'Program actions' button in the top right corner is circled in yellow.

Knitting Approved

Description
sdfasdf

Offering
Full Time
Part Time

Credential Type
Undergraduate Degree

Classification of Instructional Programs (CIP)
22.2345

National Occupational Classification (NOC)

Institution Program Code
AUFF

Study period offerings (4) [Add offering](#)

Name↑↓	Year of Study	Study Dates	Intensity	Offering type	Study delivery	Status	Action
--------	---------------	-------------	-----------	---------------	----------------	--------	--------

Now click “Edit”.

The screenshot shows the 'Program Detail' page for a program named 'Knitting'. At the top, it says 'Submitted: May 23 2024' and 'Institution name: Salish Bay University'. The program status is 'Approved'. There are three main sections: 'Description' (containing 'sdfasdf'), 'Offering' (with 'Full Time' and 'Part Time' options), and 'Credential' (with 'Undergraduate' selected). Below these are 'Classification of Instructional Programs (CIP)' (22.2345), 'National Occupational Classification (NOC)', and 'Institution Program Code' (AUFF). On the right, a 'Program actions' dropdown menu is open, showing 'Edit' (highlighted with a yellow circle) and 'Deactivate' options. At the bottom, there is a section for 'Study period offerings (4)' with a search bar and an 'Add offering' button.

You can edit any fields that are fillable on the page.

The screenshot shows the 'Edit Program' page. At the top, it says '← Programs' and 'Edit Program'. A green banner at the top contains a checkmark icon and the text: 'Students have applied financial aid for this program. You can still make changes to the program name and description without impacting the students funding. Please create a new program if you'd like to edit the other fields.' There is a 'Create program' button on the right. The main content area is titled 'Program information' and contains several form fields: 'Program name' (with 'Plumbing' entered), 'Program description', 'Credential type' (with 'Undergraduate Certificate' selected), 'Classification of Instructional Programs (CIP)' (with '12.1234' entered and a format hint 'Format (###) Optional**'), 'Field of study code' (with '25' entered), and 'National Occupational Classification (NOC)' (with a format hint 'Format (###) Optional**').

Proceed to the bottom and click “Submit”.

The screenshot shows the 'Declaration' section at the bottom of the form. It contains the text 'All information is subject to verification and auditing.' and a checkbox with the text 'I confirm this program meets the policies outlined in the StudentAid BC policy manual.' Below this are two buttons: 'Cancel' and 'Submit' (highlighted with a yellow circle).

Note: Even if you want to apply for an exception on a denied program, you will still need to submit it here first and contact StudentAid BC. See “Program Exceptions” for more information.

3.5.3 How to deactivate a program

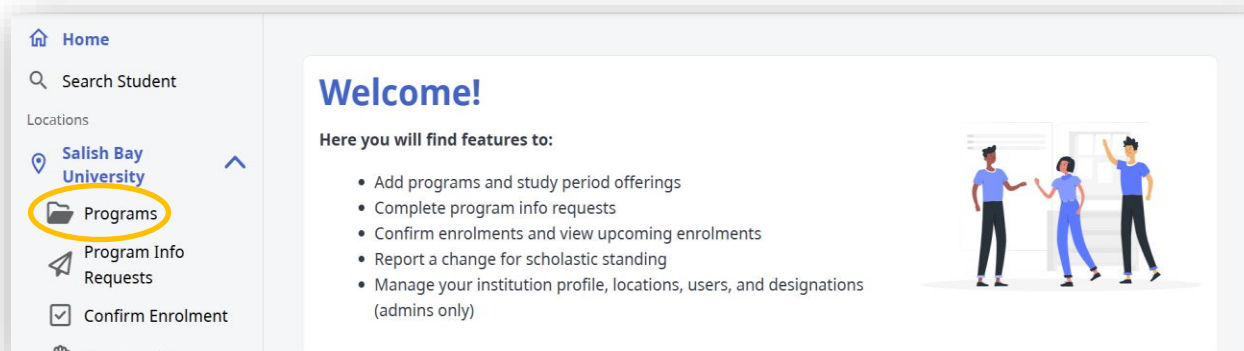
- **Background:**

There may be occasions when an institution needs to archive a program. Institutions may archive a program for reasons such as errors in the initial designation of a program, program no longer offered, program no longer eligible for funding, program changes and answers to designation questions may have changed (i.e.. Work Integrated Learning - program now has a co-op, etc.).

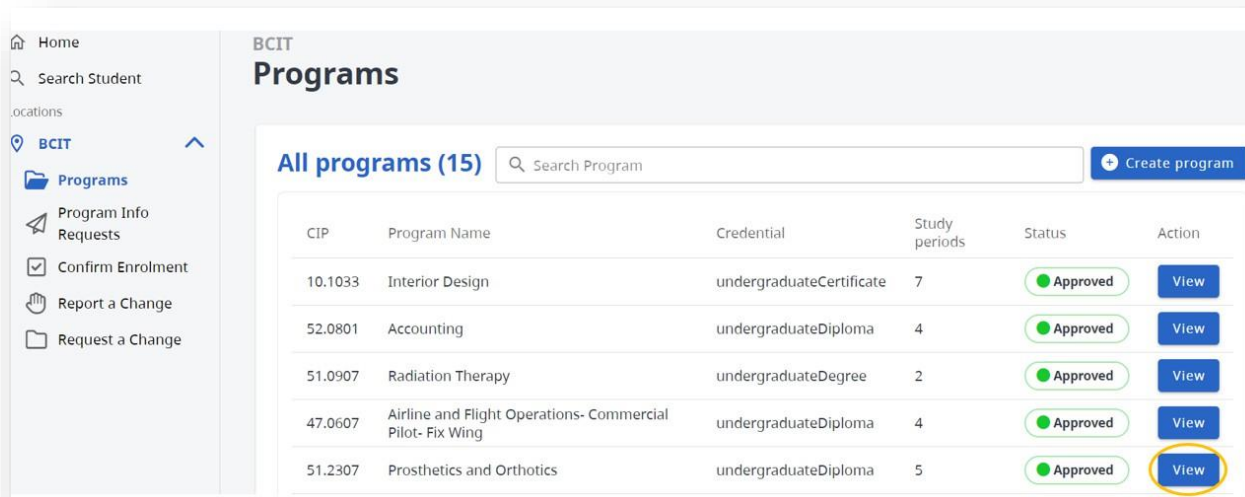
Note: Students will see the updated version of the program name on any assessments that already exist for that program

Process:

Select Programs under the location that holds the program to be deactivated.



Find the program to be deactivated from the list of programs and click view:



Select program actions:

[← Programs](#)

Program Detail

Submitted: Mar 05 2023 | Institution name: [BCIT](#)

Prosthetics and Orthotics

Approved

Program actions

Description

Offering
Full Time
Part Time

Credential Type
Undergraduate Diploma

Classification of Instructional Programs (CIP)
51.2307

National Occupational Classification (NOC)

Institution Program Code
7100

Study period offerings (5)

Search Offering Name

Add offering

Name ↑↓	Year of Study	Study Dates	Intensity	Offering type	Study delivery	Status	Action
1F	1	Sep 05 2022 - Dec 31 2022	Full Time	Public	onsite	Approved	Edit

You will be presented with two options. Select deactivate program:

[← Programs](#)

Program Detail

Submitted: Mar 05 2023 | Institution name: [BCIT](#)

Prosthetics and Orthotics

Approved

Program actions

Description

Offering
Full Time
Part Time

Credential Type
Undergraduate Diploma

Classification of Instructional Programs (CIP)
51.2307

National Occupational Classification (NOC)

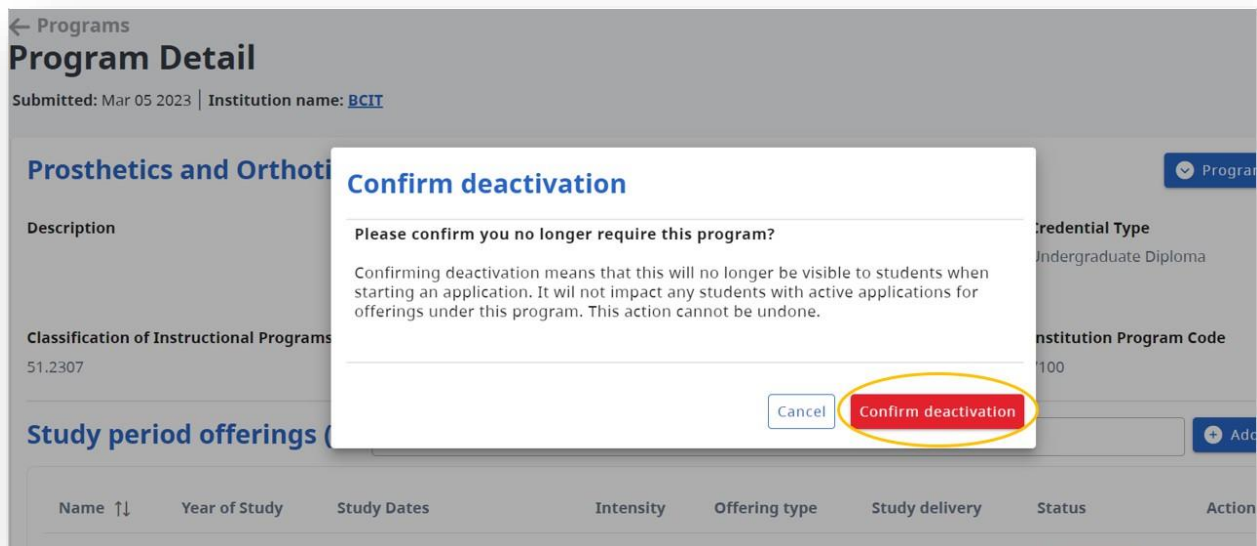
Institution Program Code
7100

Program actions

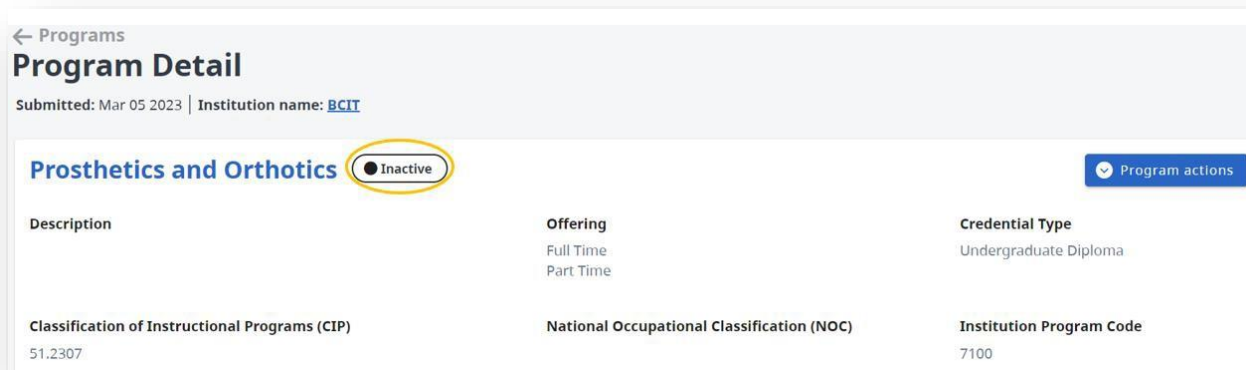
Edit

Deactivate

Click “Confirm deactivation” program:



The program will now appear as inactive:



Programs

All programs (15)

 Search Program

[+ Create program](#)

CIP	Program Name	Credential	Study periods	Status	Action
10.1033	Interior Design	undergraduateCertificate	7	Approved	View
52.0801	Accounting	undergraduateDiploma	4	Approved	View
51.0907	Radiation Therapy	undergraduateDegree	2	Approved	View
47.0607	Airline and Flight Operations- Commercial Pilot- Fix Wing	undergraduateDiploma	4	Approved	View
51.2307	Prosthetics and Orthotics	undergraduateDiploma	5	Inactive	View

Tips: For historical records and audit purposes institutions may wish to add a comment in the program description regarding the reason for archiving the program. The reason can be entered into the program description field but must be entered first before archiving the program as the program description can no longer be edited once the program is archived.

[3.5.4 Program Exceptions](#)

Background

Institutions will occasionally have programs that they want to have reviewed even though they were flagged as ineligible during the original submission.

Process

You will need to email DESIGNAT@gov.bc.ca and will need to include the program information including which location it is for so that there are no errors on where the program is approved. You will also need to include information that supports the case for approving the program. This can include special circumstances, historical approvals, or any other documentation that supports StudentAid BC's review process.

Note: Program exceptions are approved for the program year and expire July 31st on the last day of the program year. Institutions must request program exceptions each year.

3.6 Program Offerings

3.6.1 Adding an Offering

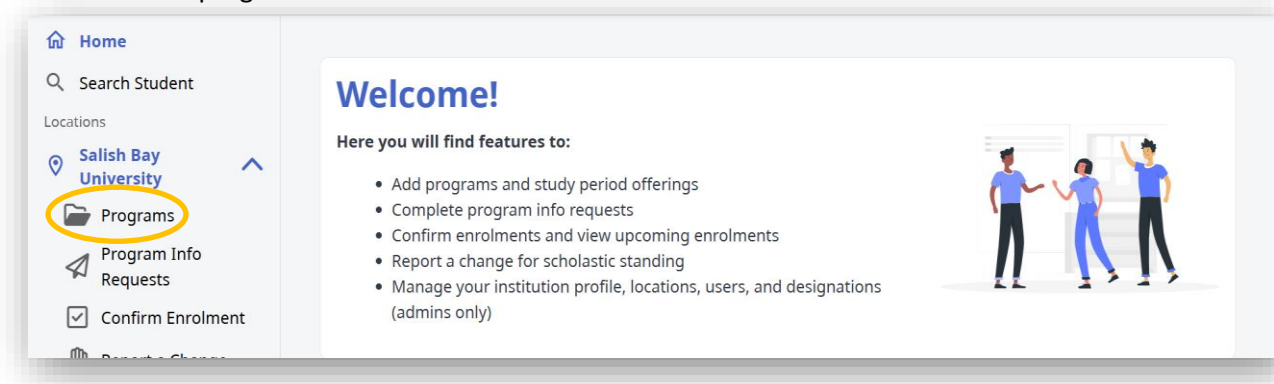
Background

An "offering" refers to a specific period when a program is available for students to participate in. Each offering has its own start and end dates and may be offered in different formats (i.e. online or in-person). An offering is when students can join and take part in a particular program for a set period and be eligible for financial aid. It is important to note that offerings are program year specific and will not carry over to future program years and will need to be added to the relevant programs each year.

Offerings are also location specific and will only appear to students attending the location the overarching program is attached to. This differs from the programs that show to all institution staff across all locations. Offerings can be added for all students or can be made for a specific student. While completing the offering information the section called Study period availability allows for this selection. Creating offerings in this way allows them to be applied during the program information request process (PIR).

Process

First access the programs list.



Find the program that the offering will be added to from the list and click view.

StudentAid BC
Interurban Campus

Home Manage Institution My Profile

Home

LOCATIONS

Interurban Campus

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Landsdowne Campus

Interurban Campus Programs

All programs

Search name or application # Create program

CIP	Program name	Credential	Study periods	Status	Action
00.0000	Practical Nursing	Associate degree	2	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Active	View
00.0000	Something	Something	6	Inactive	View

<< < 1 2 3 4 5 > >> 10 -

Click “Add offering.”

Knitting Approved Program actions

Description
sdfasdf

Offering
Full Time
Part Time

Credential Type
Undergraduate Degree

Classification of Instructional Programs (CIP)
22.2345

National Occupational Classification (NOC)

Institution Program Code
AUFF

Study period offerings (4) + Add offering

Name↑↓	Year of Study	Study Dates	Intensity	Offering type	Study delivery	Status	Action
Competitive Knitting	1	Sep 01 2024 - May 01 2025	Full Time	Public	online	Approved	Edit
Knitting Intensive	1	Sep 01 2024 - May 01 2025	Part Time	Public	online	Approved	Edit

Complete the offering information in its entirety. (Red asterisks indicate mandatory fields)

Tuition and mandatory fees must be separated for full-time and part-time offerings. Do not combine the tuition and mandatory fees and enter total tuition and leave mandatory fees as \$0.

Note: Exceptional expenses are only applicable for full-time offers. For part-time offerings indicate \$0

Study costs

Please add the costs for each section (use 0 if there are no costs).

These costs must comply with the maximum allowable costs according to the SABC policy manual.

No amounts beyond the maximum allowable limits will be factored into a student's need assessment.

Tuition *

\$

Books and Supplies *

\$

Mandatory fees *

\$

Exceptional Costs *

\$

Note: Study period offerings identified as online or blended, the offering model(s) of the online instruction must be specified.

Synchronous Online Delivery

Students attend classes virtually in 'real time' with instructors and classmates.

Asynchronous Online Delivery

Students and instructors do not meet in 'real time'. There is no live video lecture portion of the program. Students in a program or course that is delivered asynchronously may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments, and discussion groups.

Online delivery:

How will this offering be delivered? *

- ☐ Onsite
- ☒ Online
- ☐ Blended

Please indicate the option that best describes this offering's mode(s) of online instruction.

- ☐ Synchronous only
- ☐ Asynchronous only
- ☐ Synchronous and Asynchronous

Blended delivery:

How will this offering be delivered? *

- ☐ Onsite
- ☐ Online
- ☒ Blended

Please indicate the option that best describes this offering's mode(s) of online instruction.

- ☒ Synchronous only
- ☐ Asynchronous only
- ☐ Synchronous and Asynchronous

Will this offering always be provided with the same total duration of online delivery?

- ☐ Yes
- ☐ No

Note: A one-year moratorium is in effect restricting student financial assistance eligibility for new, 100% online programs, not previously approved by StudentAid BC, offered by B.C. private post-secondary institutions. An exception to the moratorium may be considered at the discretion of StudentAid BC. To request a review of exceptional circumstances, please contact Designat@gov.bc.ca.

Then select validate (this will check for any errors in the offering before it is submitted) after the validation is confirmed select “Submit” and the offering will be created.

Study costs
Please add the costs for each section (use 0 if there are no costs).
These costs must comply with the maximum allowable costs according to the SABC policy manual.
No amounts beyond the maximum allowable limits will be factored into a student's need assessment.

Tuition *	Books and Supplies *
\$	\$
Mandatory fees *	Exceptional Costs *
\$	\$

Study period availability

Do you want to add this study period for all students to select? *

☐ Yes, this offering is for all students

☐ No, this offering is for a specific student

Declaration

All information is subject to verification and auditing.

☐ I confirm this study period offering meets the policies outlined in the StudentAid BC policy manual. *

Cancel Validate Add offering now

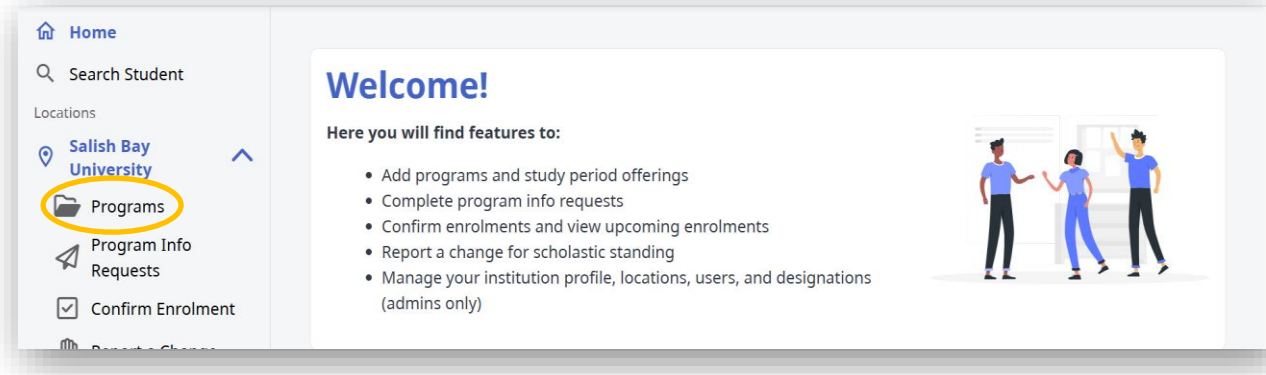
[3.6.2 Changing an Offering](#)

Background

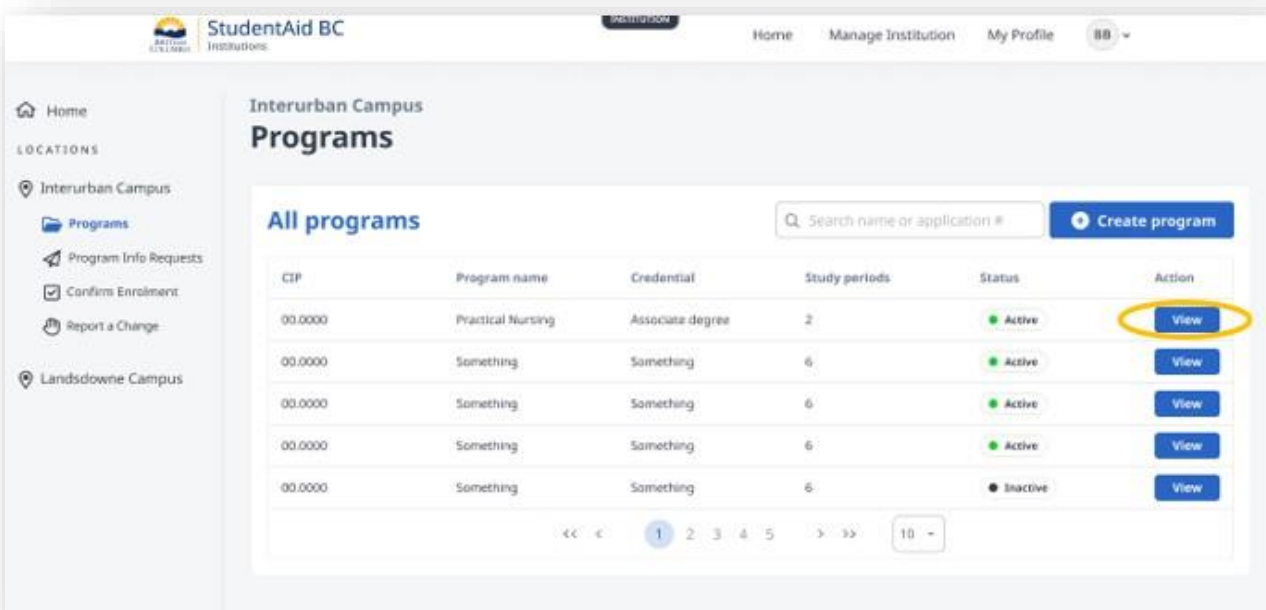
Sometimes there will be scenarios where there will be a need to change an offering. Please note that once the offering has a submitted application for financial aid there will be limitations on how much of the offering can be edited so as not to impact active applications. If there is something that you need to change that is in a locked field, you will need add DO NOT USE to the start of the offering name and create a new version of the offering for future applicants

Process

First access the programs list.



Access the program that has the offering you want to change.



Click "Edit" next to the offering that you would like to change from the list of offerings.

Knitting Approved Program actions

Description
sdfasdf

Offering
Full Time
Part Time

Credential Type
Undergraduate Degree

Classification of Instructional Programs (CIP)
22.2345

National Occupational Classification (NOC)

Institution Program Code
AUFF

Study period offerings (4) + Add offering

Name↑↓	Year of Study	Study Dates	Intensity	Offering type	Study delivery	Status	Action
Competitive Knitting	1	Sep 01 2024 - May 01 2025	Full Time	Public	online	Approved	Edit
Knitting Intensive	1	Sep 01 2024 - May 01 2025	Part Time	Public	online	Approved	Edit

Note

Changes will only be available to all fields until the first application is submitted using that offering.

3.6.3 Bulk Offering Upload

Background

In addition to individual program uploads, a convenient feature allows for bulk uploading of program offerings. This process entails using the institution account to upload a spreadsheet created by StudentAid BC. Only the account Administrator role can upload a bulk offering document. By utilizing this streamlined approach, institutions can efficiently manage and update multiple program offerings, saving time and effort in the process. The spread sheet and additional resources for completing this process will be made available on the StudentAid BC Website.

Process

To submit the bulk upload, access the institution portal and select manage institution.

StudentAid BC

Home Manage Institution My Profile

Home

Locations

Chewyopolous

DeathCrnk University

Houstonopolous

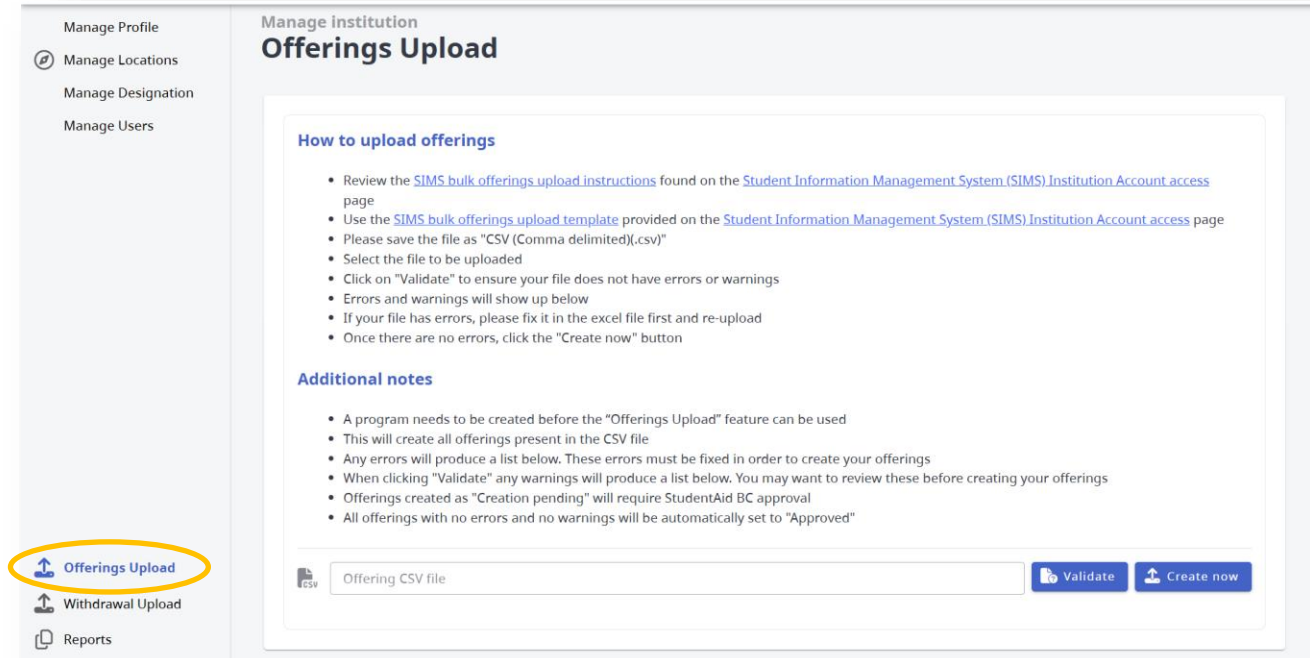
Holmesville

Welcome!

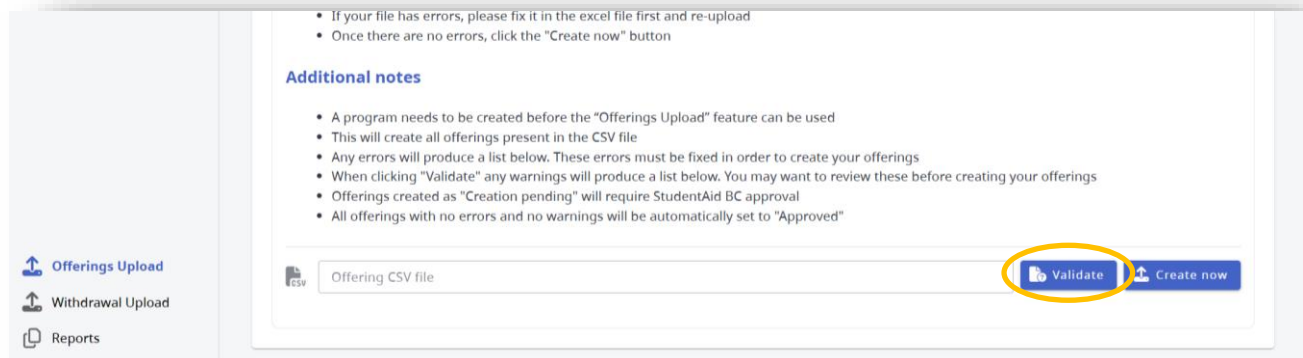
Here you will find features to:

- Add programs and study period offerings
- Complete program info requests
- Confirm enrolments and view upcoming enrolments
- Report a change for scholastic standing
- Manage your institution profile, locations, users, and designations (admins only)

On the bottom left of the screen click “Offerings Upload”.



Follow the instructions on how to upload the spreadsheet. Click Validate to check for errors or warnings. Errors are critical and will not allow submission of the document. Warnings are policy-based issues which will put the pertinent offering into the pending status upon creation. If there are no errors, click Create Now to submit the document.



Note

If you want to add more program offerings using this method, make sure you don't include the ones that were already uploaded before. Only include new offerings in your additional uploads to avoid repeating the same information.

3.6.4 Offering Exception Request

Background

Institutions occasionally have programs or study period offerings flagged as ineligible during the 'Create program' or 'add offering' activities, i.e., when the program or offering does not meet the built-in policy validations. The institution can request a review if a program or offering is flagged as ineligible.

Process

You will need to email DESIGNAT@gov.bc.ca and will need to include the offering information. You will also need to include information that supports the case for approving the offering on review. This can include special circumstances, historical approvals, or any other documentation that supports StudentAid BC's review process.

3.7 Program Information Record (PIR)

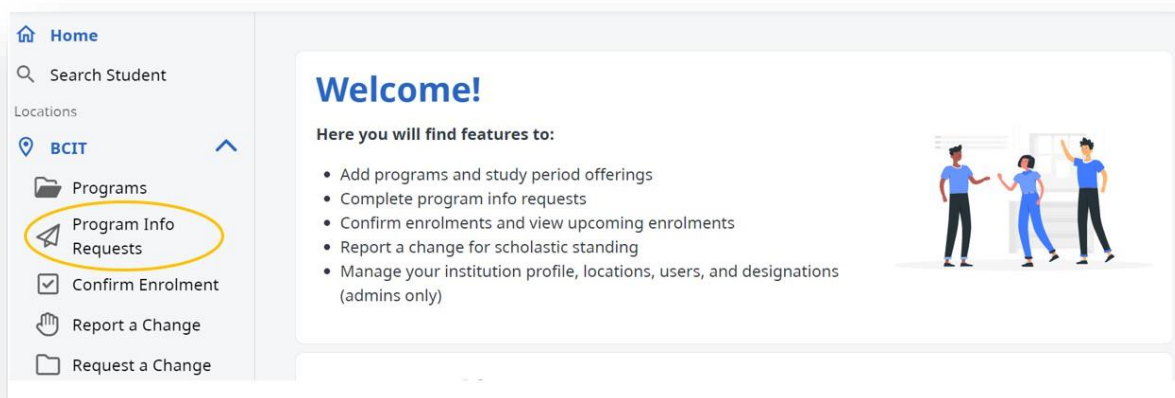
3.7.1 Full-Time Program Information Request

Background

The Program Information Record (PIR) process is used to create an offering for a student, full time or part time, which the institution may not wish to display for all students to select.

Process

From the home page select "Program Info Requests":



Select the Program Information Request you wish to view:

Home

Search Student

Locations

Salish Bay University

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

Salish Bay University

Program Information Requests

Active applications (8)

All

Part-time

Full-time

Search by name ...

Submitted Date	Application Number	Given Names	Last Name	Student Number	Intensity	Program	Start Date	End Date	Status	Actions
Aug 15 2024	2024000201	HanSolo	Pearson	-	Part-time	sfasdfasdf	Aug 01 2024	Dec 31 2024	Required	View
Aug 16 2024	2024000221	HanSolo	Pearson	-	Full-time	Knitting	Aug 01 2024	Dec 31 2024	Required	View
Nov 07 2024	2024000202	HanSolo	Pearson	-	Part-time	Knitting	Jan 05 2025	May 01 2025	Required	View
Jul 19 2023	2023000393	Studentnat	Quigley	-	Full-time	Acting 101	Sep 04 2023	Dec 29 2023	Completed	View
Feb 28 2024	2023001032	Studentnat	Quigley	-	Part-time	Acting 101	Jan 02 2024	Apr 30 2024	Completed	View
Jun 21 2024	2024000003	HanSolo	Pearson	-	Part-time	Sewing	Jan 01 2025	Apr 01 2025	Completed	View
Dec 17 2024	2024000822	HanSolo	Pearson	-	Part-time	Sewing	Jan 01 2025	Apr 01 2025	Completed	View
Jan 10 2025	2024000870	TYRA	HERZBERG	-	Full-time	Sewing	Sep 01 2024	Feb 22 2025	Completed	View

Review the Program Information Request to determine if required.

Study dates

Aug 28 2023 - Dec 04 2023

Offering intensity

Full Time

☐ Deny program information request

Program *

Finance

Offering *

search for the offering

If the Program Information Request is not needed, then it can be denied along with the reason. If required, then an entry must be made on the Program Offerings page. To do this go back to the main screen and select program offering:

Home

Search Student

Locations

BCIT

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

BCIT

Programs

All programs (14)

Search Program

Create program

CIP	Program Name	Credential	Study periods	Status	Action
11.0304	Interior Design Fundamentals	undergraduateCertificate	7	Approved	View
52.0801	Finance	undergraduateDiploma	5	Approved	View
51.0103	Clinical Genetics	undergraduateDiploma	2	Approved	View

Select the program you wish to complete the Program Information Record for.

Add the offering by clicking on the button.

Knitting

Approved

Program actions

Description

sdfasdf

Offering

Full Time
Part Time

Credential Type

Undergraduate Degree

Classification of Instructional Programs (CIP)

22.2345

National Occupational Classification (NOC)

Institution Program Code

AUFF

Study period offerings (4)

Search Offering Name

Add offering

Name↑↓	Year of Study	Study Dates	Intensity	Offering type	Study delivery	Status	Action
Competitive Knitting	1	Sep 01 2024 - May 01 2025	Full Time	Public	online	Approved	Edit
Knitting Intensive	1	Sep 01 2024 - May 01 2025	Part Time	Public	online	Approved	Edit

Add the offering information.

Study period

Students will see the program name, description, and credential type including your study period name, dates, and year of program.

Name *

B.B. A01034699 (FT)

Please include the institution location, year of study, and cohort details directly into the name of the offering so that students can differentiate it from other similar offerings.

Year of study *

Year 1

☐ Display this to students

How will this be offered? *

- ☐ Part time
☒ Full time

Note

Institutions may wish to consider how they name a study period for a student to assist in making it easier to link to the student.

Note

If the Program Information is only for one student or a small unique group of students do not click display to students.

Tuition *

\$ 3,000

Books and Supplies *

\$ 600

Mandatory fees *

\$ 480

Exceptional Costs *

\$ 0

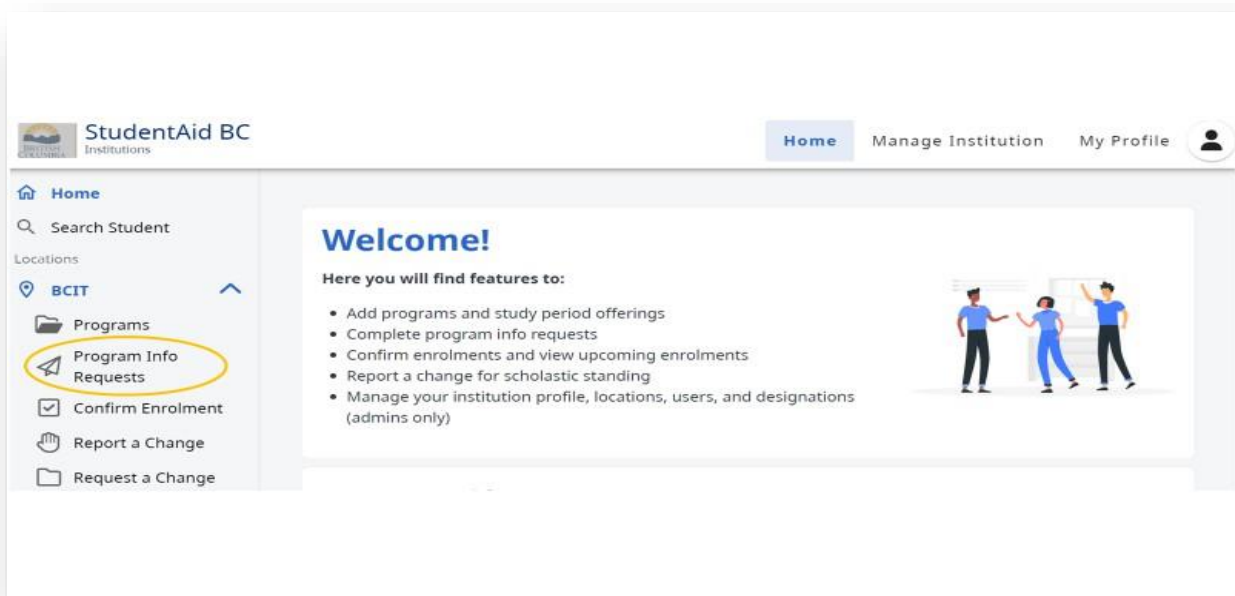
Study period availability

Do you want to add this study period for all students to select? *

- ☐ Yes, this offering is for all students
☒ No, this offering is for a specific student

Under study period availability click “no”.

Once the offer is saved go back to the home page and return to the Program Information Request page.



Select the student record you wish to complete the Program Information Record.

Salish Bay University

Program Information Requests

Active applications (8)

Filters: All, Part-time, Full-time

Search by name ...

Submitted Date	Application Number	Given Names	Last Name	Student Number	Intensity	Program	Start Date	End Date	Status	Actions
Aug 15 2024	2024000201	HanSolo	Pearson	-	Part-time	sfasdfsdf	Aug 01 2024	Dec 31 2024	Required	View
Aug 16 2024	2024000221	HanSolo	Pearson	-	Full-time	Knitting	Aug 01 2024	Dec 31 2024	Required	View
Nov 07 2024	2024000202	HanSolo	Pearson	-	Part-time	Knitting	Jan 05 2025	May 01 2025	Required	View
Jul 19 2023	2023000393	Studentnat	Quigley	-	Full-time	Acting 101	Sep 04 2023	Dec 29 2023	Completed	View
Feb 28 2024	2023001032	Studentnat	Quigley	-	Part-time	Acting 101	Jan 02 2024	Apr 30 2024	Completed	View
Jun 21 2024	2024000003	HanSolo	Pearson	-	Part-time	Sewing	Jan 01 2025	Apr 01 2025	Completed	View
Dec 17 2024	2024000822	HanSolo	Pearson	-	Part-time	Sewing	Jan 01 2025	Apr 01 2025	Completed	View
Jan 10 2025	2024000870	TYRA	HERZBERG	-	Full-time	Sewing	Sep 01 2024	Feb 22 2025	Completed	View

In the student's Program Information Request select the Study Period Offering you created.

Program description
Finance

Study dates
Aug 28 2023 - Dec 04 2023

Offering intensity
Full Time

☐ Deny program information request

Program *
Finance

Offering *
B.B. A01034699 (FT) (Aug 28 2023 - Dec 04 2023)

Submit the record by clicking on the “Complete program info request.”

Program *
Finance

Offering *
B.B. A01034699 (FT) (Aug 28 2023 - Dec 04 2023)

or

If program or study period does not exist
If the program the student would like to attend does not exist in StudentAid BC, you will need to create an approved program and offering entry.
[+ Create program](#)

[Cancel](#) [Complete program info request](#)

[3.7.2 Part-time Program Information Request](#)

The Part-time Program Information Request follows the same process. The only difference is the information is provided by the student. This information is the same as what was previously gathered on the Part- paper application.

Provided by the student
Program name
Interior Design Fundamentals
Program description
Interior Design Fundamentals
Study dates
Feb 01 2024 - Mar 14 2024
Offering intensity
Part Time

Course name painting 101 12356	Course dates Mar 01 2024 - Jul 01 2024
Course name swatching 12356	Course dates Jun 03 2024 - Oct 04 2024

3.8 Confirmation of Enrolment (COE)

3.8.1 Full-Time Confirmation of Enrolment

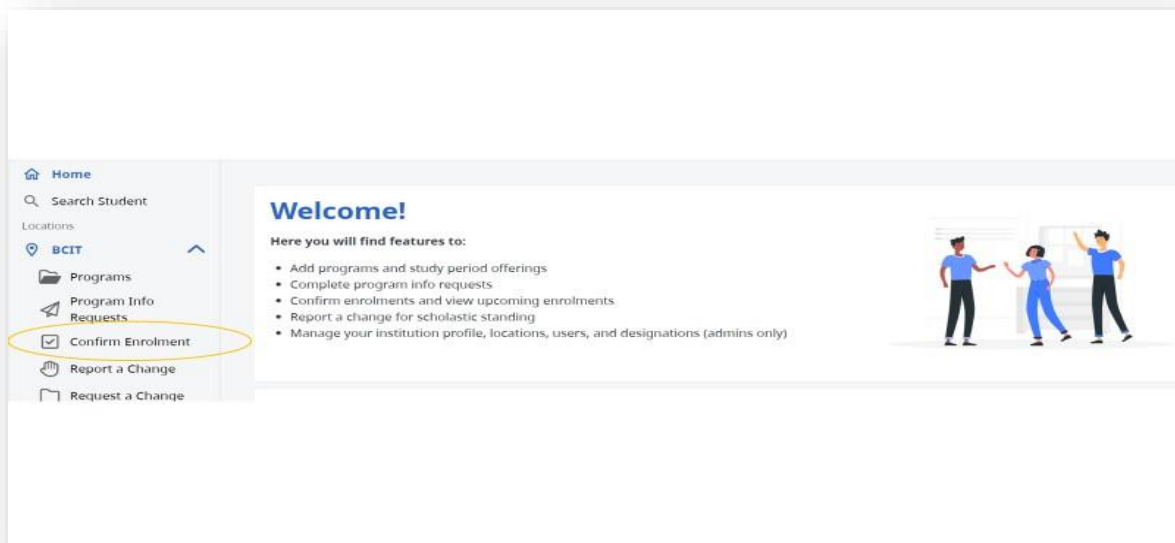
Background

The Confirmation of Enrolment process is required to release funding to students.

Note Confirmation of enrolment records cannot be sorted by full-time vs part-time delivery.

Process

From the home page select “Confirm Enrolment”:



Two tabs will appear. Select “Confirm enrolment” tab to review records which fall within the 21-day confirmation of enrolment window.

Salish Bay University Confirmation Of Enrolment

☒ Confirm enrolment Upcoming and Previous Enrolments

Available to confirm enrolment (8)

Name↑↓	Study dates	Application #	Disbursement date	Status↑↓	Action
Studentnat Quigley	Sep 04 2023 - Dec 29 2023	2023000394	Jul 19 2023	Required	View
Studentnat Quigley	Sep 04 2023 - Dec 29 2023	2023000394	Nov 01 2023	Required	View
HanSolo Pearson	Aug 01 2024 - Aug 03 2024	2024000171	Aug 01 2024	Required	View

Select the record you wish to review:

Toddy Lakusta Required

Application #: 2024000873 | **Location:** Salish Bay University

Disbursement Date: May 15 2025

Disability Information

Disability Profile Status	Disability Application Status
Approved for Permanent Disability	Assessment includes disability funding types.

Application Details

Sewing

Credential	Program delivery
Undergraduate Degree	Onsite

Sewing 2025 Winter Term (Jan 1 2025-Apr 1 2025)

Location

Note: Once you click on the record you wish to review the study intensity will appear (full-time or part-time).

On the top right click the “Application actions” button:

← Confirm enrolment

View Financial Aid Application

Toddy Lakusta Required

Application #: 2024000873 | Location: Salish Bay University

Disbursement Date: May 15 2025

Disability Information

Disability Profile Status	Disability Application Status
Approved for Permanent Disability	Assessment includes disability funding types.

Application Details

Sewing

There are two possible actions:

- Confirm enrolment
- Decline enrolment

To confirm enrolment, click on the “Confirm enrolment” button. A pop-up box will appear:

← Confirm enrolment

View Financial Aid Application

Becky Birbilis

Application #: 2023000657

Disbursement Date: Nov 0...

Application Details

Accounting

Credential

Undergraduate Diploma

1

Location

BCIT

Study Intensity

Study delivery

Confirm enrolment

Do you want to confirm enrolment for this application?

Confirming enrolment verifies this applicant is attending your institution and will allow funding to be disbursed.

Do you want to request tuition remittance?

☐ Yes

☐ No

Cancel Continue to confirmation

If you do not wish to remit tuition, click “No” followed by “Continue to confirmation.”

If you wish to remit tuition, click “Yes” followed by “Continue to confirmation.”

← Confirm enrolment
View Financial Aid A

Becky Birbilis
Application #: 2023000657
Disbursement Date: Nov 02

Application Details

Accounting
Credential
Undergraduate Diploma

1
Location
BCIT

Confirm enrolment

Do you want to confirm enrolment for this application?
Confirming enrolment verifies this applicant is attending your institution and will allow funding to be disbursed.

Do you want to request tuition remittance?
☒ Yes
☐ No

Tuition remittance amount
\$ 3700

Maximum tuition amount: **\$3787.00**

Cancel Continue to confirmation

A box will appear asking how much the institution wishes to remit. The maximum tuition remittance amount will appear. Institutions cannot remit more than the maximum that appears. The maximum is based on the total tuition and book costs in the Program Offering or the total funding assessed on the student's application if it is less than the Program Offering amount.

Once the enrolment is confirmed the record moves from the "Upcoming enrolment" tab to the "Upcoming Enrolment" tab.

Home Search Student Locations BCIT Programs Program Info Requests **Confirm Enrolment** Report a Change Request a Change

BCIT

Confirmation Of Enrolment

☒ Confirm enrolment ☐ Upcoming enrolment

Available to confirm enrolment (3) Search Name

Confirm enrolment so that funding can be dispersed.

Name ↑↓	Study dates	Application #	Disbursement date	Status ↑↓	Action
Becky Birbilis	Aug 28 2023 - Dec 04 2023	2023000655	Sep 11 2023	Required	View
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000658	Nov 02 2023	Required	View
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000658	Sep 12 2023	Required	View

To decline enrolment, click on the “Decline enrolment” button. A pop-up box will appear:

The screenshot shows the StudentAid BC web portal. In the background, there is a sidebar with the user's name 'Becky Birbilis', application number '2023000658', disbursement date 'Nov 01', and application details for 'Accounting' and 'Credential' (Undergraduate Diploma). The main content area shows 'Confirm enrolment' and 'View Financial Aid A'. A pop-up box titled 'Decline enrolment' is centered on the screen. The pop-up contains a warning message: 'Declining this request will stop this application from moving forward. If you would like to continue, please select the reason below. Your denial reason will be visible to the applicant.' Below this, there is a section 'Select the reason for declining the enrolment' with six radio button options: 'Our records indicate you are not registered, please re-submit the application after registration', 'Programs you are registered in is not eligible for Student Aid BC funding, please contact Financial Aid Office for more information', 'Study period dates are incorrect, please contact Financial Aid Office for more information', 'Study period dates selected are incorrect, please submit an application for each semester individually', 'School is unable to confirm student identity, please confirm your student number or contact Financial Student Aid Office for more information', and 'Other'. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Decline enrolment now'.

Select the reason for declining enrolment and click Decline enrolment now. The reason selected will be communicated to the student.

Note

Declining enrolment does not cancel the student loan application.

Tip

Institutions which have automated confirmation of enrolment through IER files may wish to consider decline enrolment directly in SIMS as the reason for declining the record is communicated directly to the student. This could reduce the need to email the student regarding the declined enrolment.

3.8.2 Part-Time Confirmation of Enrolment

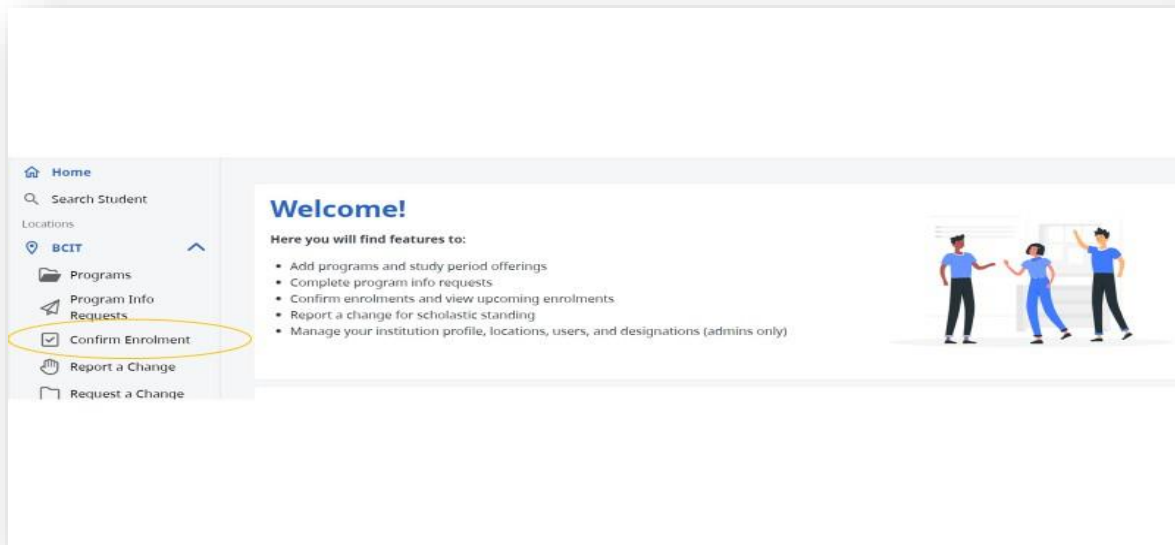
Background

The Confirmation of Enrolment process is required to release funding to students.

Note Confirmation of enrolment records cannot be sorted by full-time vs part-time delivery.

Process

From the home page select “Confirm Enrolment”:



Two tabs will appear. Select “Confirm enrolment” tab to review records which fall within the 21-day confirmation of enrolment window.

Salish Bay University
Confirmation Of Enrolment

☒ Confirm enrolment ☐ Upcoming and Previous Enrolments

Available to confirm enrolment (8)

Name↑↓	Study dates	Application #	Disbursement date	Status↑↓	Action
Studentnat Quigley	Sep 04 2023 - Dec 29 2023	2023000394	Jul 19 2023	Required	View
Studentnat Quigley	Sep 04 2023 - Dec 29 2023	2023000394	Nov 01 2023	Required	View
HanSolo Pearson	Aug 01 2024 - Aug 03 2024	2024000171	Aug 01 2024	Required	View

Select the record you wish to review:

Toddy Lakusta Required

Application #: 2024000873 | Location: Salish Bay University

Disbursement Date: May 15 2025

Disability Information

Disability Profile Status Approved for Permanent Disability	Disability Application Status Assessment includes disability funding types.
---	---

Application Details

Sewing	
Credential Undergraduate Degree	Program delivery Onsite

Sewing 2025 Winter Term (Jan 1 2025-Apr 1 2025)

Location

Note: you click on the record you wish to review that the study intensity will appear (full-time or part-time).

On the top right click the “Application actions” button:

← Confirm enrolment

View Financial Aid Application

Toddy Lakusta Required

Application #: 2024000873 | Location: Salish Bay University

Disbursement Date: May 15 2025

Disability Information

Disability Profile Status	Disability Application Status
Approved for Permanent Disability	Assessment includes disability funding types.

Application Details

Sewing

There are two possible actions:

- Confirm enrolment
- Decline enrolment

To confirm enrolment, click on the “Confirm enrolment” button. A pop-up box will appear:

← Confirm enrolment

View Financial Aid Application

Becky Birbilis

Application #: 2023000657

Disbursement Date: Nov 0

Application Details

Accounting

Credential

Undergraduate Diploma

1

Location

BCIT

Study intensity

Study delivery

Confirm enrolment

Do you want to confirm enrolment for this application?

Confirming enrolment verifies this applicant is attending your institution and will allow funding to be disbursed.

Do you want to request tuition remittance?

☐ Yes

☐ No

Cancel Continue to confirmation

If you do not wish to remit tuition, click “No” followed by “Continue to confirmation.”

If you wish to remit tuition, click “Yes” followed by “Continue to confirmation.”

← Confirm enrolment
View Financial Aid A

Becky Birbilis
Application #: 2023000657
Disbursement Date: Nov 02

Application Details

Accounting
Credential
Undergraduate Diploma

1
Location
BCIT

Confirm enrolment

Do you want to confirm enrolment for this application?
Confirming enrolment verifies this applicant is attending your institution and will allow funding to be disbursed.

Do you want to request tuition remittance?
☒ Yes
☐ No

Tuition remittance amount
\$ 3700

Maximum tuition amount: \$3787.00 ⓘ

Cancel Continue to confirmation

A box will appear asking how much the institution wishes to remit. The maximum tuition remittance amount will appear. Institutions cannot remit more than the maximum that appears. The maximum is based on the total tuition and book costs in the Program Offering or the total funding assessed on the student's application if it is less than the Program Offering amount.

Once the enrolment is confirmed the record moves from the "Upcoming enrolment" tab to the "Upcoming Enrolment" tab.

Home Search Student Locations BCIT Programs Program Info Requests Confirm Enrolment Report a Change Request a Change

BCIT

Confirmation Of Enrolment

☒ Confirm enrolment ☐ Upcoming enrolment

Available to confirm enrolment (3) Search Name

Confirm enrolment so that funding can be dispersed.

Name ↑↓	Study dates	Application #	Disbursement date	Status ↑↓	Action
Becky Birbilis	Aug 28 2023 - Dec 04 2023	2023000655	Sep 11 2023	Required	View
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000658	Nov 02 2023	Required	View
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000658	Sep 12 2023	Required	View

To decline enrolment, click on the “Decline enrolment” button. A pop-up box will appear:

The screenshot shows a web interface for StudentAid BC. In the background, there is a page titled 'Confirm enrolment' for a student named Becky Birbilis. The page displays application details such as 'Application #: 2023000658', 'Disbursement Date: Nov 01', and 'Application Details' including 'Accounting', 'Credential', 'Undergraduate Diploma', '3', 'Location', 'BCIT', and 'Study intensity'. A 'Decline enrolment' pop-up box is centered on the screen. The pop-up box has a title 'Decline enrolment' and a warning: 'Declining this request will stop this application from moving forward. If you would like to continue, please select the reason below. Your denial reason will be visible to the applicant.' Below this, it says 'Select the reason for declining the enrolment' and lists six radio button options: 'Our records indicate you are not registered, please re-submit the application after registration', 'Programs you are registered in is not eligible for Student Aid BC funding, please contact Financial Aid Office for more information', 'Study period dates are incorrect, please contact Financial Aid Office for more information', 'Study period dates selected are incorrect, please submit an application for each semester individually', 'School is unable to confirm student identity, please confirm your student number or contact Financial Student Aid Office for more information', and 'Other'. At the bottom of the pop-up box are two buttons: 'Cancel' and 'Decline enrolment now'.

Select the reason for declining enrolment and click “Decline enrolment now”. The reason selected will be communicated to the student.

Note: Declining enrolment does not cancel the student loan application.

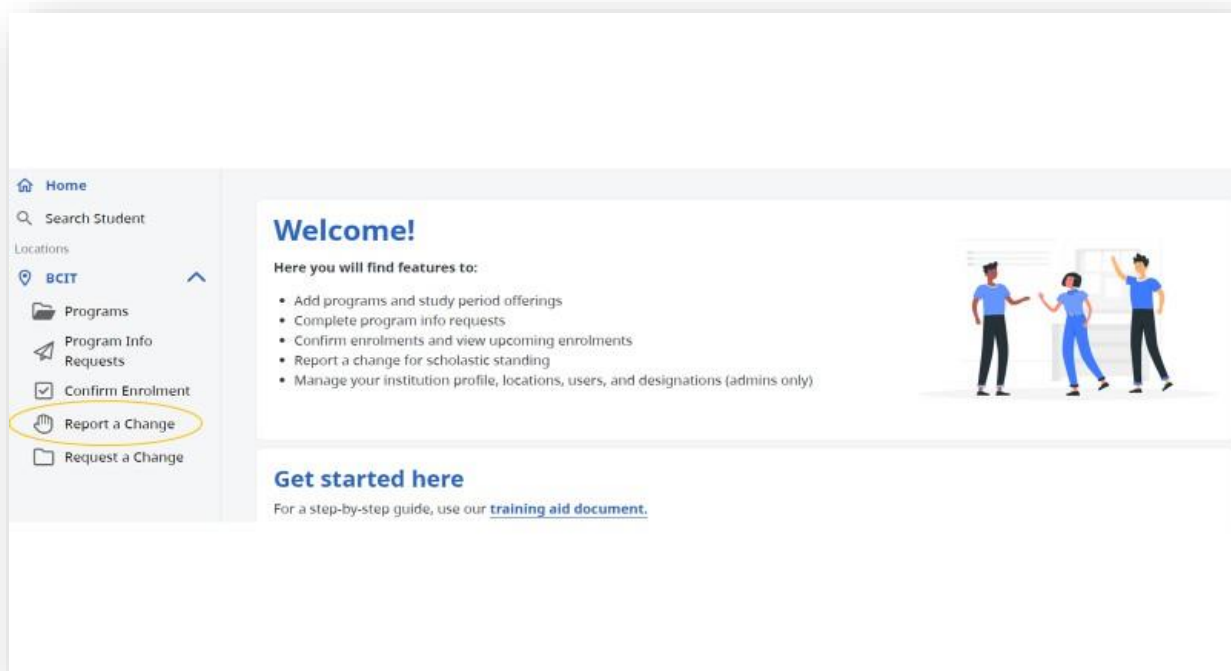
3.9 Scholastic Standing Reporting

Background

Institutions are required to report changes in scholastic standing for full-time and part-time students. Refer to the SABC Policy manual for more information.

3.9.1 Reporting a Full-time withdrawal

Process



From the home page select “Report a Change”:

Select “Available to report”:

The screenshot shows the BCIT 'Report a Change' interface. On the left is a sidebar with navigation links: Home, Search Student, Locations (BCIT), Programs, Program Info, Requests, Confirm Enrolment, Report a Change (highlighted), and Request a Change. The main content area has a header with 'BCIT Report a Change' and two tabs: 'Available to report' (selected and circled in yellow) and 'Unavailable to report'. Below the tabs is a section titled 'Applications (3)' with a search bar. A table lists three applications for Becky Birbilis, all with a status of 'Available' (indicated by a green dot and the word 'Available' in a green box). Each row has a 'Report a change' button.

Name	Study dates	Application #	Status	Action
Becky Birbilis	Jan 08 2024 - Dec 20 2024	2023000624	Available	Report a change
Becky Birbilis	Sep 05 2023 - Dec 13 2023	2023000650	Available	Report a change
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000657	Available	Report a change

Select the record for which you want to report a change:

The screenshot shows the BCIT 'Report a Change' interface with a sidebar on the left. The sidebar has a 'Locations' section with 'Grapevine Technical - Prince George Campus' selected. The main content area has a header with 'Applications (10)' and a search bar. A table lists ten applications for various students, all with a status of 'Available'. The 'Report a change' button for Sandra Gonzalez is circled in yellow.

Name	Study dates	Application #	Status	Action
Camylle Abernathy	Oct 02 2023 - Aug 24 2024	2023000687	Available	Report a change
Percival Hirthe	Oct 02 2023 - Aug 24 2024	2023000689	Available	Report a change
Sidney Béland	Oct 02 2023 - Aug 24 2024	2023000690	Available	Report a change
Percival Hirthe	Oct 04 2023 - Aug 23 2024	2023000696	Available	Report a change
Mason Holloway	Nov 06 2023 - Sep 28 2024	2023000706	Available	Report a change
Novella Leigh Ann Harvey	Oct 30 2023 - Aug 02 2024	2023000707	Available	Report a change
Larissa Cardoso Martins	Oct 30 2023 - Aug 02 2024	2023000709	Available	Report a change
Sandra Gonzalez	Mar 09 2024 - Dec 07 2024	2023001048	Available	Report a change
Roxanne Downs	Mar 09 2024 - Jul 20 2024	2023001049	Available	Report a change
Cynthia Bragg	Mar 09 2024 - Jul 20 2024	2023001050	Available	Report a change

Select “student withdrew from funded period.”

Report a change

When do I report a change for a Student?

Select a change in circumstance *

- ☐ Student is transferring to a different institution or campus
- ☐ Student completed funded study period offering early
- ☐ Student was unsuccessful in completing their funded study period offering
- ☒ Student withdrew from funded period

Date of withdrawal *

2024-08-14

Cancel Submit update

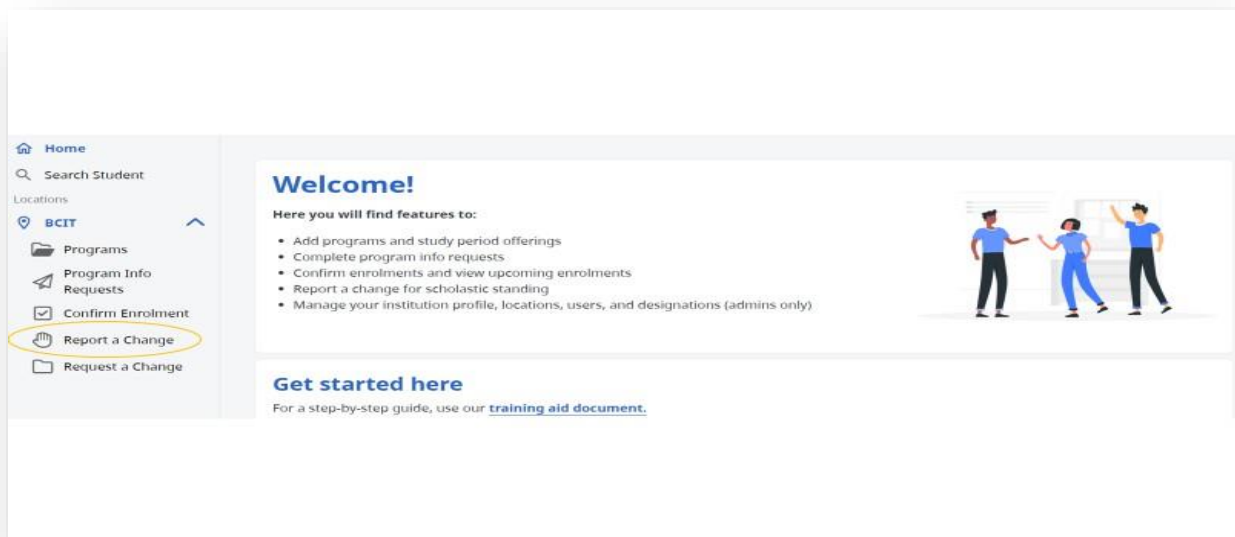
You will then be prompted to enter the date of the withdrawal.

Submit update. The student will be notified of the change.

[3.9.2 Reporting a Full-time unsuccessful completion](#)

Process

From the home page select “Report a Change”:



Select “Available to report”:

Home

Search Student

Locations

BCIT

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

BCIT

Report a Change

Available to report

Unavailable to report

Applications (3)

Search name or application #

Name ↑↓	Study dates	Application # ↑↓	Status	Action
Becky Birbilis	Jan 08 2024 - Dec 20 2024	2023000624	Available	Report a change
Becky Birbilis	Sep 05 2023 - Dec 13 2023	2023000650	Available	Report a change
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000657	Available	Report a change

Select the record for which you want to report a change:

Locations

Grapevine Technical - Prince George Campus

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

Grapevine Technical - Prince George Online

Grapevine Technical - Flying School

Grapevine - Product Review

Applications (10)

Search name or application #

Name ↑↓	Study dates	Application # ↑↓	Status	Action
Camylle Abernathy	Oct 02 2023 - Aug 24 2024	2023000687	Available	Report a change
Percival Hirthe	Oct 02 2023 - Aug 24 2024	2023000689	Available	Report a change
Sidney B��land	Oct 02 2023 - Aug 24 2024	2023000690	Available	Report a change
Percival Hirthe	Oct 04 2023 - Aug 23 2024	2023000696	Available	Report a change
Mason Holloway	Nov 06 2023 - Sep 28 2024	2023000706	Available	Report a change
Novella Leigh Ann Harvey	Oct 30 2023 - Aug 02 2024	2023000707	Available	Report a change
Larissa Cardoso Martins	Oct 30 2023 - Aug 02 2024	2023000709	Available	Report a change

Select “student was unsuccessful in completing their funded study period offering.”

Report a change

When do I report a change for a Student?

Select a change in circumstance *

- ☐ Student is transferring to a different institution or campus
- ☐ Student completed funded study period offering early
- ☒ Student was unsuccessful in completing their funded study period offering
- ☐ Student withdrew from funded period

Number of unsuccessful weeks *

17

Select the reason of incompleteness *

- ☒ Grades
- ☐ Attendance
- ☐ Other

Cancel Submit update

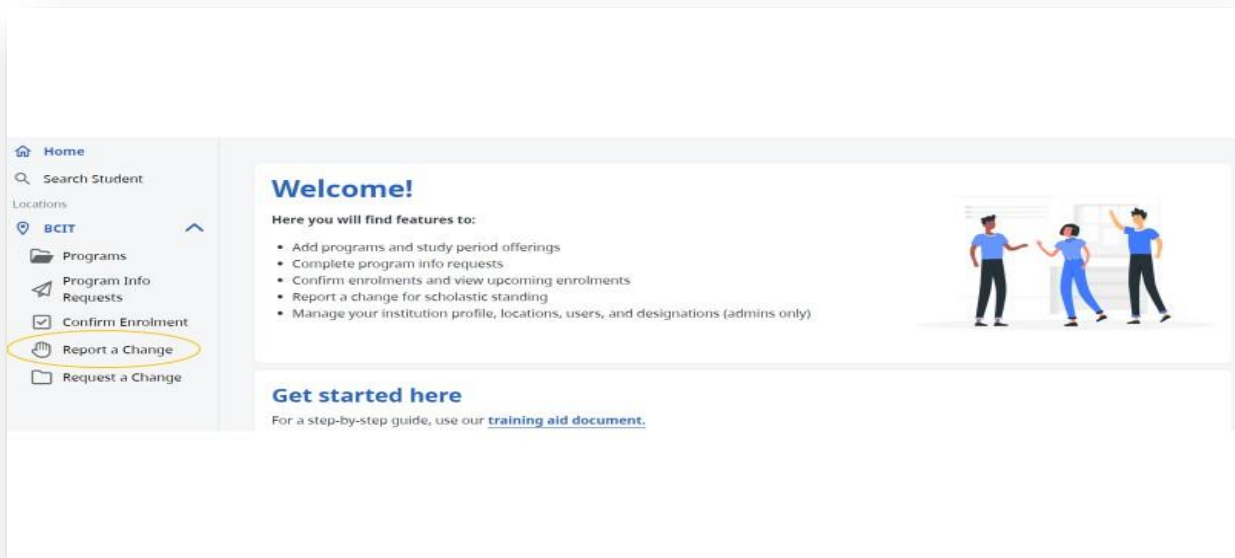
You will then be prompted to enter the number of unsuccessful weeks and reason for unsuccessful completion.

Submit update. The student will be notified of the change.

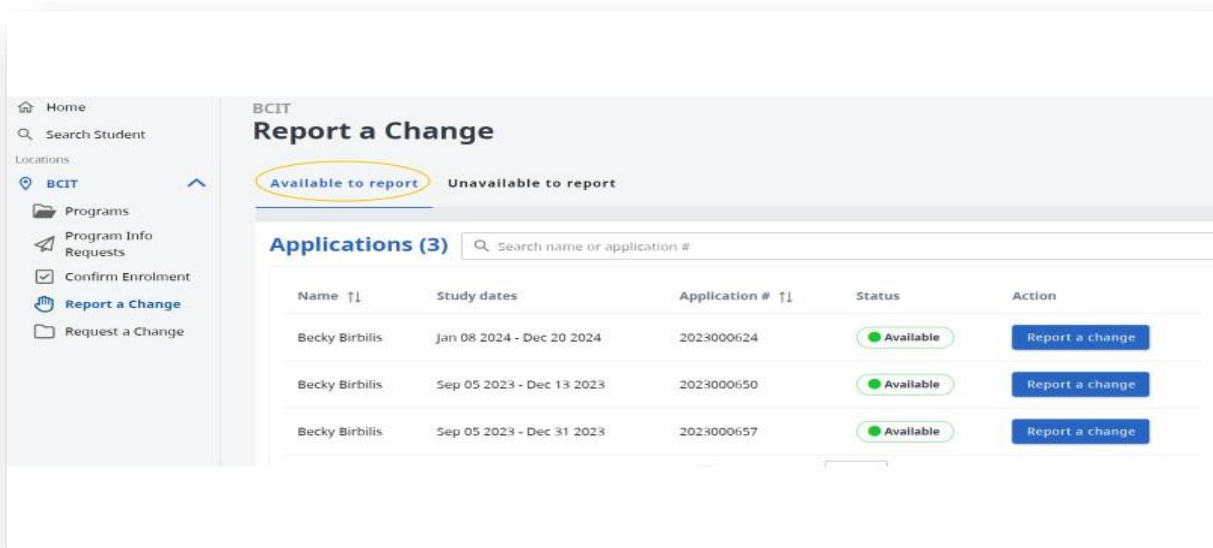
[3.9.3 Reporting a Full-time early completion](#)

Process

From the home page select “Report a Change”:



Select “Available to report”:





Select the record for which you want to report a change:

Available to report

Unavailable to report

Applications (10)

Name 	Study dates	Application # 	Status	Action
Camille Abernathy	Oct 02 2023 - Aug 24 2024	2023000687	<div><div></div>Available</div>	Report a change
Percival Hirthe	Oct 02 2023 - Aug 24 2024	2023000689	<div><div></div>Available</div>	Report a change
Sidney Béland	Oct 02 2023 - Aug 24 2024	2023000690	<div><div></div>Available</div>	Report a change
Percival Hirthe	Oct 04 2023 - Aug 23 2024	2023000696	<div><div></div>Available</div>	Report a change
Mason Holloway	Nov 06 2023 - Sep 28 2024	2023000706	<div><div></div>Available</div>	Report a change
Novella Leigh Ann Harvey	Oct 30 2023 - Aug 02 2024	2023000707	<div><div></div>Available</div>	Report a change
Larissa Cardoso Martins	Oct 30 2023 - Aug 02 2024	2023000709	<div><div></div>Available</div>	Report a change
Roxanne Downs	Mar 09 2024 - Jul 20 2024	2023001049	<div><div></div>Available</div>	Report a change
Cynthia Bragg	Mar 09 2024 - Jul 20 2024	2023001050	<div><div></div>Available</div>	Report a change
John Fish	Mar 09 2024 - Dec 07 2024	2023001051	<div><div></div>Available</div>	Report a change

Select “student completed funded study period early.”

Select a change in circumstance *

- ☐ Student is transferring to a different institution or campus
- ☒ Student completed funded study period offering early
- ☐ Student was unsuccessful in completing their funded study period offering
- ☐ Student withdrew from funded period

Date of completion *

2024-08-14

Were the students study period costs different than the originally reported costs? *

☒ Yes

☐ No

Please record the students final costs

Tuition * <input type="text" value="\$ \$2,000.00"/>	Mandatory fees * <input type="text" value="\$ \$45.00"/>
Books and supplies * <input type="text" value="\$ \$700.00"/>	Exceptional costs * <input type="text" value="\$ \$0.00"/>

You will then be prompted to enter the revised date of completion and confirm if the original program costs have changed.

Submit update. The student will be notified of the change.

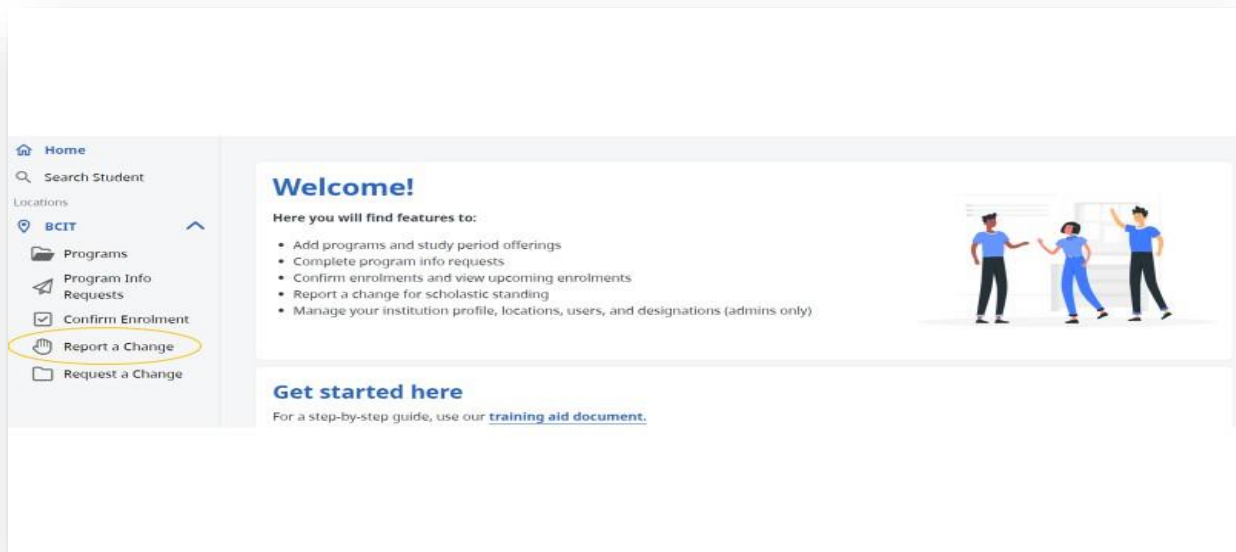
[3.9.4 Reporting a Full-time non-punitive withdrawal](#)

Institutions should report the student as a withdrawal in SIMS and advise the student to contact the National Student Loan Service Centre (NSLSC) and SABC on steps to convert to a non-punitive withdrawal if applicable.

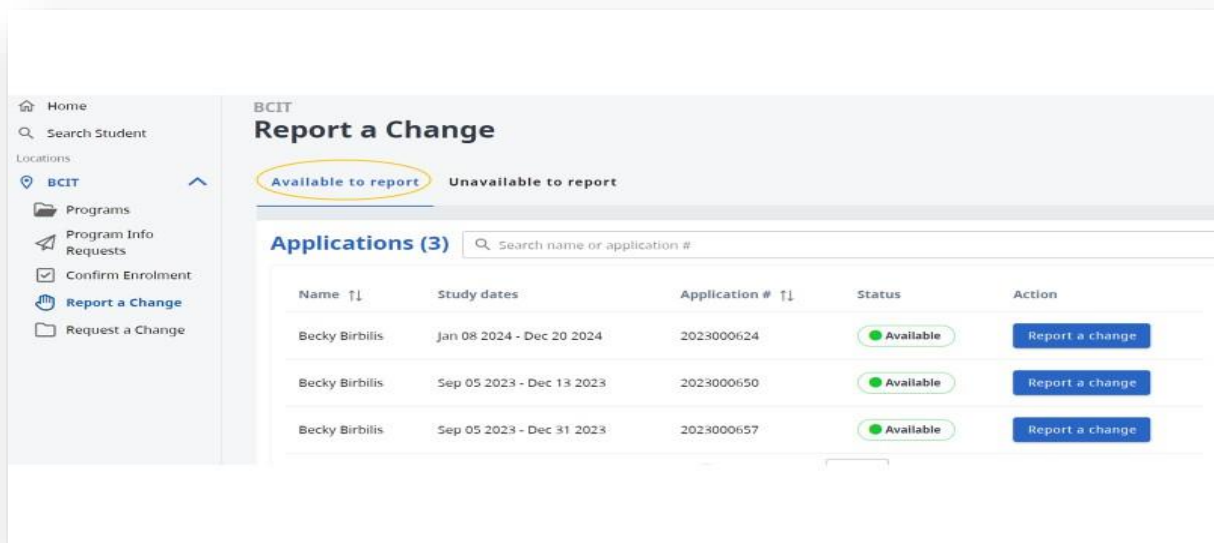
[3.9.5 Reporting a Part-time withdrawal](#)

Process

From the home page select “Report a Change”:



Select “Available to report”:



Select the record for which you want to report a change:

Available to report Unavailable to report

Applications (1)

Name ↑↓	Study dates	Application # ↑↓	Status	Action
Cynthia Bragg	Mar 09 2024 - Jul 20 2024	2023001050	Available	Report a change

<< < 1 > >> 10 ▾

Select “student withdrew from funded period.”

Report a change

ⓘ When do I report a change for a Student?

Select a change in circumstance *

- ☐ Student is transferring to a different institution or campus
- ☐ Student completed funded study period offering early
- ☐ Student did not complete courses they were funded for
- ☒ Student withdrew from funded period

Date of withdrawal *

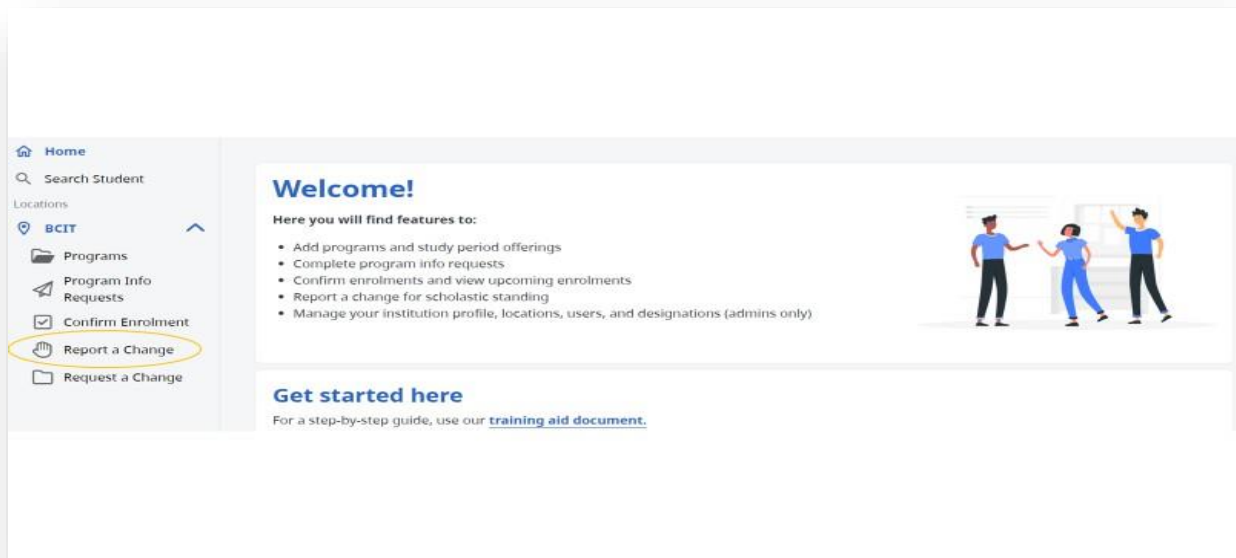
You will then be prompted to enter the date of the withdrawal.

Submit update. The student will be notified of the change.

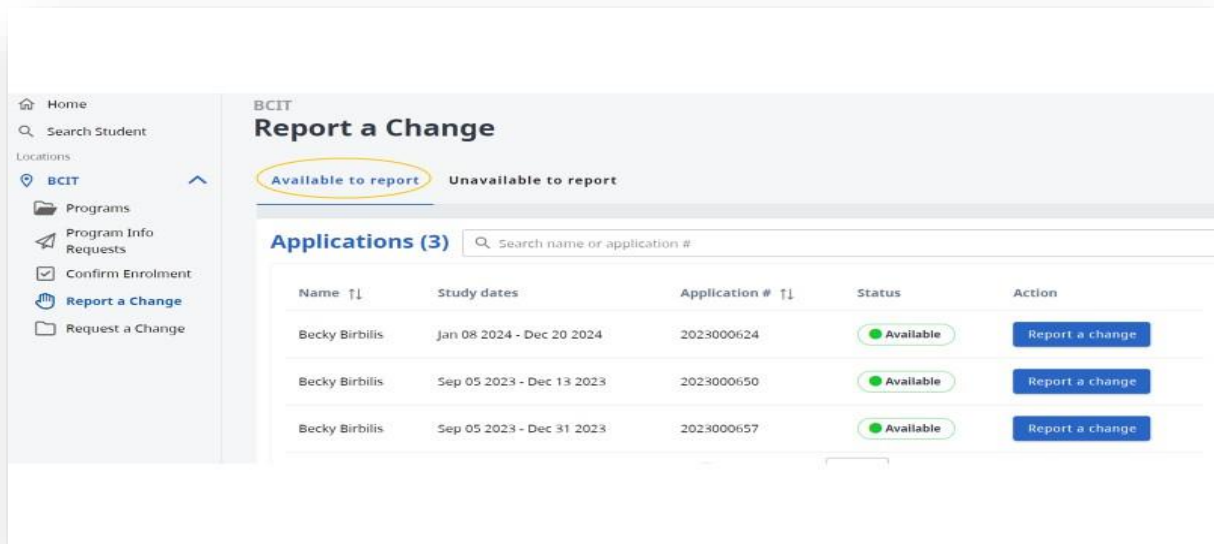
[3.9.6 Reporting a Part-time unsuccessful completion](#)

Process

From the home page select “Report a Change”:



Select “Available to report”:



Select the record for which you want to report a change:

Available to report Unavailable to report

Applications (1) Search name or application #
 Q downs

Name ↑↓	Study dates	Application # ↑↓	Status	Action
Roxanne Downs	Mar 09 2024 - Jul 20 2024	2023001049	Available	Report a change

<< < 1 > >> 10 ▼

Select “student did not complete the courses they were funded for”

Report a change

⊕ When do I report a change for a Student?

Select a change in circumstance *

- ☐ Student is transferring to a different institution or campus
- ☐ Student completed funded study period offering early
- ☒ Student did not complete courses they were funded for
- ☐ Student withdrew from funded period

Number of unsuccessful weeks *

11

Select the reason of incomplection *

- ☒ Grades
- ☐ Attendance
- ☐ Other

Cancel **Submit update**

You will then be prompted to enter the number of unsuccessful weeks and the reason for incomplection.

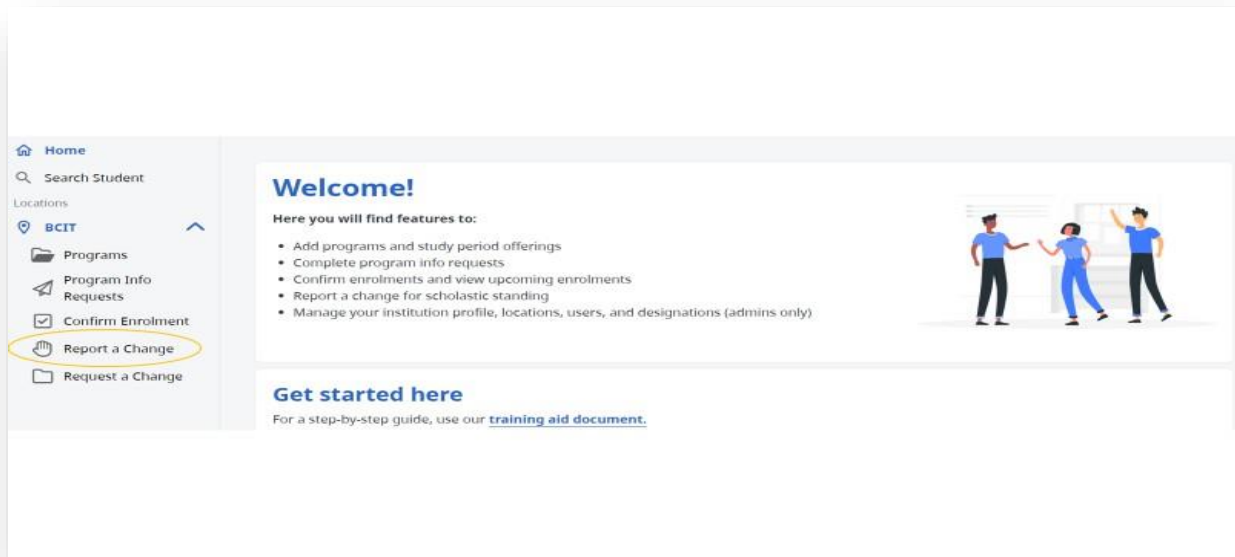
Note you are required to enter the number of unsuccessful weeks when reporting a part time student, but the number entered will have no impact as it is not applicable to part time scholastic standing policy. The number of weeks will not impact the students’ full-time unsuccessful weeks either.

Click “Submit update”. The student will be notified of the change.

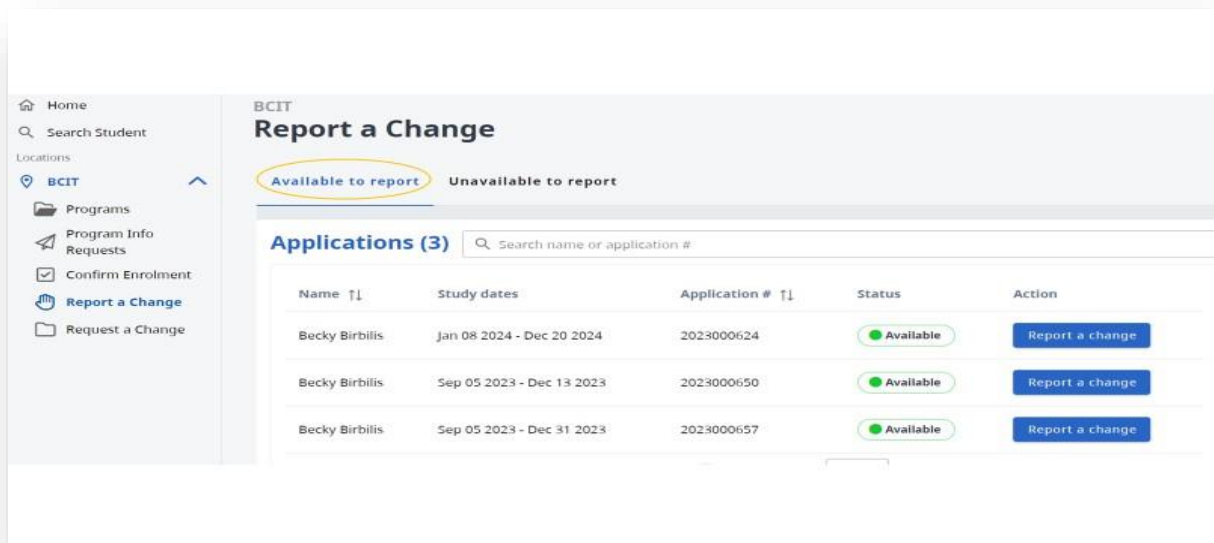
3.9.7 Reporting a Part-time early completion

Process

From the home page select “Report a Change”:



Select “Available to report”:



Select the record for which you want to report a change:

Locations

BCIT

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

Available to report

Unavailable to report

Applications (3)

Search name or application #

Name	Study dates	Application #	Status	Action
Becky Birbilis	Jan 08 2024 - Dec 20 2024	2023000624	Available	Report a Change
Becky Birbilis	Sep 05 2023 - Dec 13 2023	2023000650	Available	Report a change
Becky Birbilis	Sep 05 2023 - Dec 31 2023	2023000657	Available	Report a change

1

10

Select student completed program early:

Select a change in circumstance *

☐ Student is transferring to a different institution or campus
 ☒ Student completed funded study period offering early
 ☐ Student was unsuccessful in completing their funded study period offering
 ☐ Student withdrew from funded period

Date of completion *

2024-08-14

Were the students study period costs different than the originally reported costs? *

☒ Yes
 ☐ No

Please record the students final costs

Tuition *

\$ \$2,000.00

Books and supplies *

\$ \$700.00

Mandatory fees *

\$ \$45.00

Exceptional costs *

\$ \$0.00

Cancel

Submit update

You will then be prompted to enter the revised date of completion and confirm if the original program costs have changed.

Submit update. The student will be notified of the change.

[3.9.8 Reporting a Part-time non-punitive withdrawal](#)

Institutions should report the student as a withdrawal in SIMS and advise the student to contact the National Student Loan Service Centre (NSLSC) and SABC on steps to convert to a non-punitive withdrawal if applicable.

Tip

for any type of scholastic standing in SIMS- if you are unsure how to report a student you will find a drop-down box within the area where you report that provides some guidance.

Report a change

☐ When do I report a change for a Student?

Student withdrew from funded study period offering
According to StudentAid BC policy, a student may need to be reported as withdrawn if:

- Student drops below 60% attendance (40% for students with a disability) for three consecutive calendar weeks of study
- Student increases course load from Part-Time to Full-Time studies
- Student misses two consecutive calendar weeks of study
- Student misses sufficient days/hours that they can no longer successfully complete the study period offering
- Student transfers to a new institution

Student completed funded study period offering early
Enter the revised completion date of the student

Student was unsuccessful in completing their funded study period (Full-time students only)
If a Full-Time student was unsuccessful in completing their funded study period offering, enter the total length of the study period offering in which the student was unsuccessful.

Student did not complete courses they were funded for (Part-time students only)
If a Part-Time student did not complete courses they were funded for, enter the total length of the study period in which the student was unsuccessful.

Student is transferring to a different campus
If a student is transferring to another school, report the last day of classes that they will attend at your school

This will allow the student to submit a new application to the correct school without penalizing them in any way for the transfer.

3.10 Bulk Withdrawal

BC Public institutions have the option to upload a withdrawal file for full -time and part- time to SIMS.

3.11 Institution Transfer

To be released at a future date.

3.12 Request A Change (Reassessment After Confirmation of Enrolment)

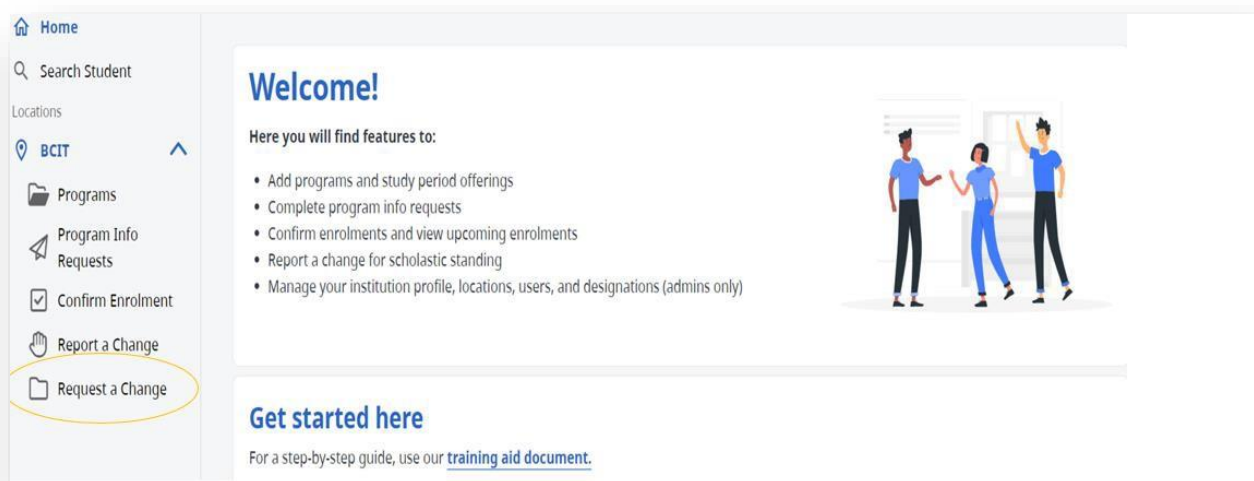
Background

Prior to Confirmation of Enrolment (COE), students can make changes within their application and resubmit the application. This includes changes to institutional information used in the application. Once COE is completed changes to the application can only be made via the Request a Change in SIMS.

Note The Request A Change only applies to the institution information change. If a student must change their application after funding is released, they must initiate the change separately from within the institution account.

Process

From the Institution Home Page select “Request a Change”:



Three tabs will appear. Select “Available to Change” and select the student whom you wish to make the change:

Home

Search Student

Locations

BCIT

Programs

Program Info Requests

Confirm Enrolment

Report a Change

Request a Change

BCIT

Request an Application Change

Available to change In progress Completed

Applications (5) Search name or application #

Request a change for a program and offering in an application

Name	Study dates	Application #	Action
Becky Birbilis	Jan 03 2024 - Mar 29 2024	2023000197	Request a change
Becky Birbilis	Jan 03 2024 - Mar 29 2024	2023000481	Request a change
Sunny Weather	Jan 03 2024 - May 24 2024	2023001024	Request a change
Sunny Weather	Jan 05 2024 - Oct 10 2024	2023001025	Request a change

The summary of the student’s educational information from the study period offering used in the original assessment will appear:

winter term 2 (full time min 12 credits)

Location

BCIT

Study intensity

Full Time

Study delivery

blended

Study dates

Jan 03 2024 - Mar 29 2024

Study breaks

Study costs

Tuition

\$3600.00

Program related costs

\$500.00

Mandatory fees

\$0.00

Exceptional expenses

\$0.00

The lower portion of the screen presents the fields the institution can change in the application.

Request details

Select a new program and offering below. This request will be shown to the student to allow or decline the change. If the change is allowed, the request will go to StudentAid BC for a final decision.

Program

Interior Design Fundamentals

Offering

Reason for change

This note is visible to students and StudentAid BC staff.

Cancel

Submit requested change

Confirm the same program or change the program:

Request details

Select a new program and offering below. This request will be shown to the student to allow or decline the change. If the change is allowed, the request will go to StudentAid BC for a final decision.

Program

Interior Design Fundamentals

Interior Design

Interior Design Fundamentals

Mechanical Engineering

Nursing

Prosthetics and Orthotics

Radiation Therapy

Select a new study period offering if applicable.

Request details

Select a new program and offering below. This request will be shown to the student to allow or decline the change. If the change is allowed, the request will go to StudentAid BC for a final decision.

Program

Interior Design Fundamentals

Offering

BB A0123456 (term 2 + practicum) (Jan 03 2024 - Apr 30 2024) - Year 1

BB A0123456 (term 2 + practicum) (Jan 03 2024 - Apr 30 2024) - Year 1

fall level 1 (Aug 29 2023 - Nov 30 2023) - Year 1

O, J 2023507270 (Sep 11 2023 - Dec 11 2023) - Year 1

Request details

Select a new program and offering below. This request will be shown to the student to allow or decline the change. If the change is allowed, the request will go to StudentAid BC for a final decision.

Program

Interior Design Fundamentals

Offering

BB A0123456 (term 2 + practicum) (Jan 03 2024 - Apr 30 2024) - Year 1

Reason for change

Original end date March 29. Student adding one month practicum. Extend end date to April 30.

This note is visible to students and StudentAid BC staff.

Cancel

Submit requested change

Explanation of change should be completed to ensure both the student and SABC have clear information for approval.

Note: If you already discussed it with the student before submitting, remember SABC still needs to approve changes and have enough information.

Once you have completed all the changes click “submit requested change.”

After the change is submitted it will move from “available to change” to “in progress.” The student will receive a notification that the institution is requesting to make and ask the student to approve or decline.

Available to change

In progress

Completed

Applications (2)

Search name or application #

Waiting for the student and StudentAid BC decision on the requested change

Name	Study dates	Application #	Status	Action
Becky Birbilis	Jan 03 2024 - Mar 29 2024	2023000197	<div>In progress with student</div>	<div>View</div>
Becky Birbilis	Jan 03 2024 - Mar 29 2024	2023000481	<div>In progress with student</div>	<div>View</div>

Items per page: 10 1-2 of 2