2025

SIMS Instructional Guide

June 4 , 2025 release

BRITISH COLUMBIA | StudentAidBC

Ministry of Post-Secondary Education and Future Skills

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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

ℹ **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

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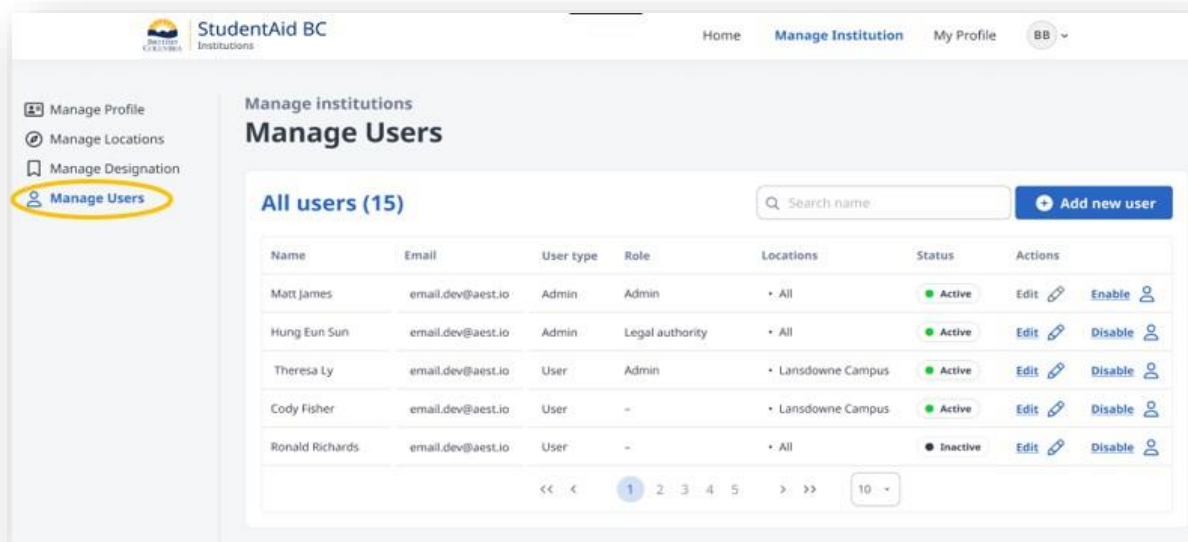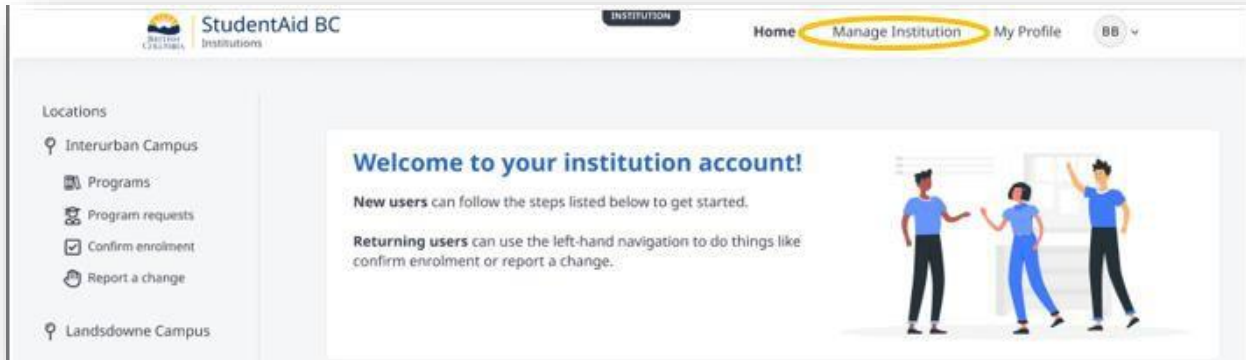
Next click Manage users located on the left-hand side. This will take you to the manage users' page.

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.

Note

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.
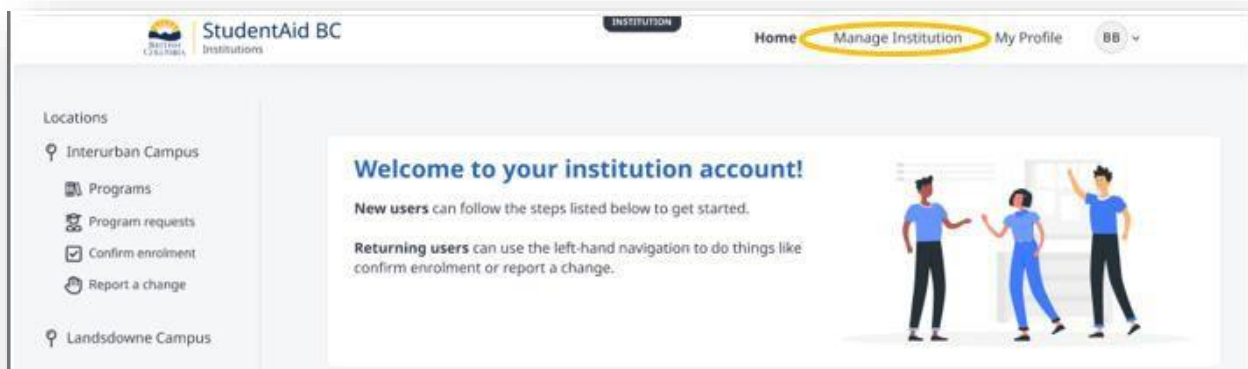
Next select "Manage users" on the left-hand side of the page.
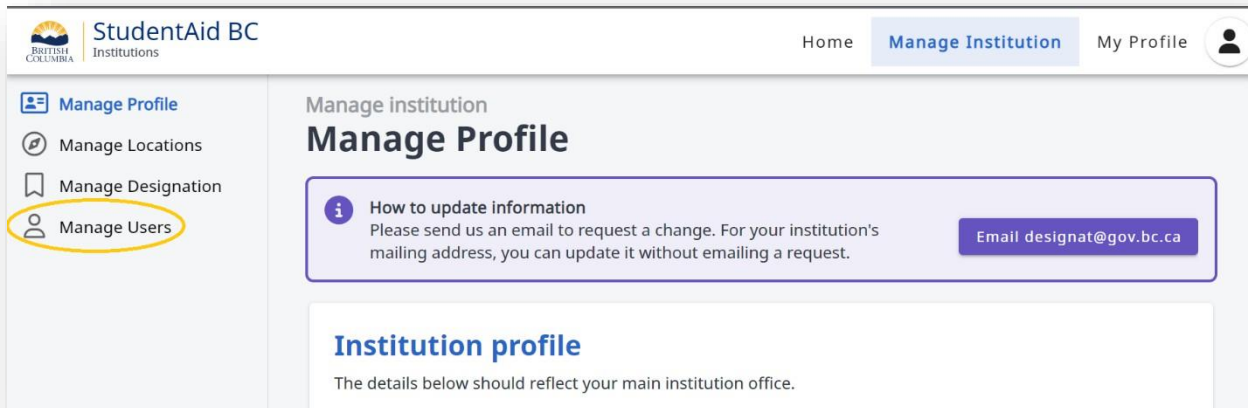
Then go to the user you want to change on the list and click "Edit".
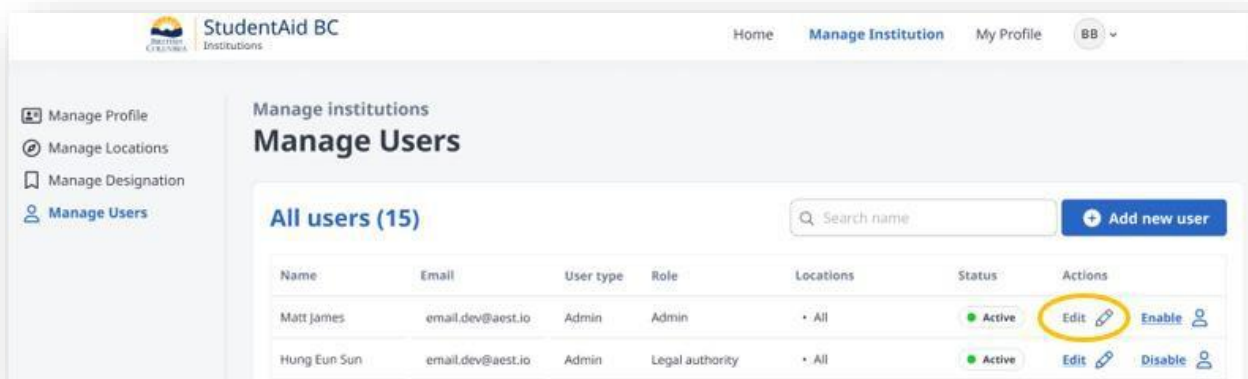
From here make the changes necessary and click "Edit user now"

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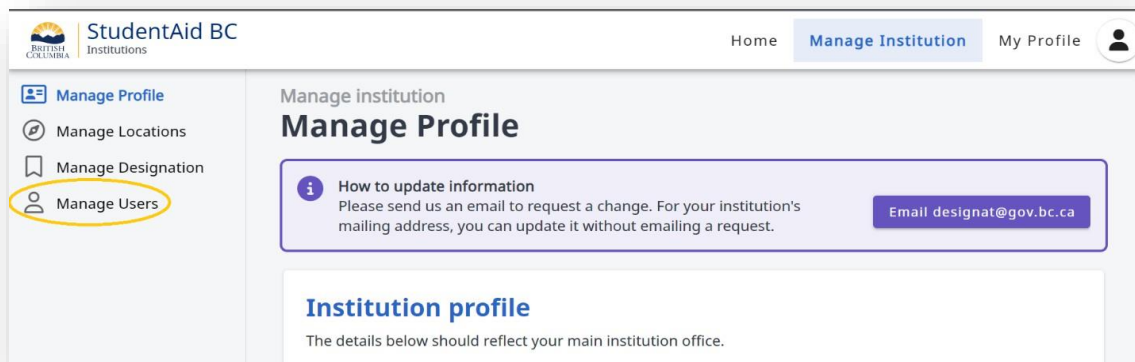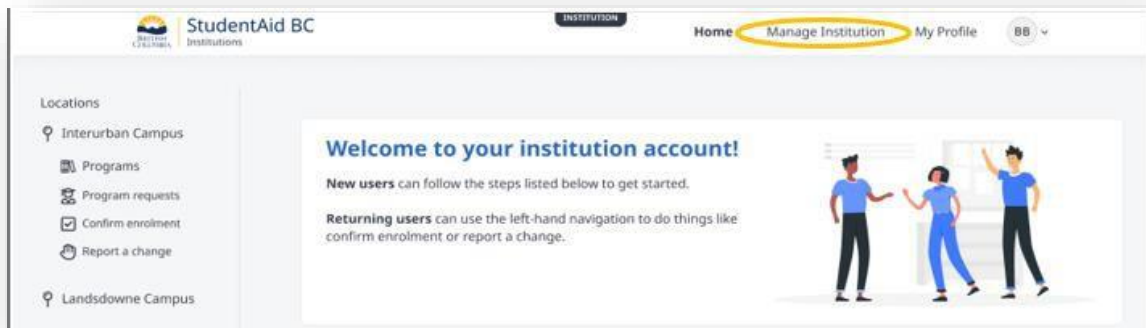
Click "Manage Users" on the left-hand side of the page.

Go to the user you would like to disable and click Disable
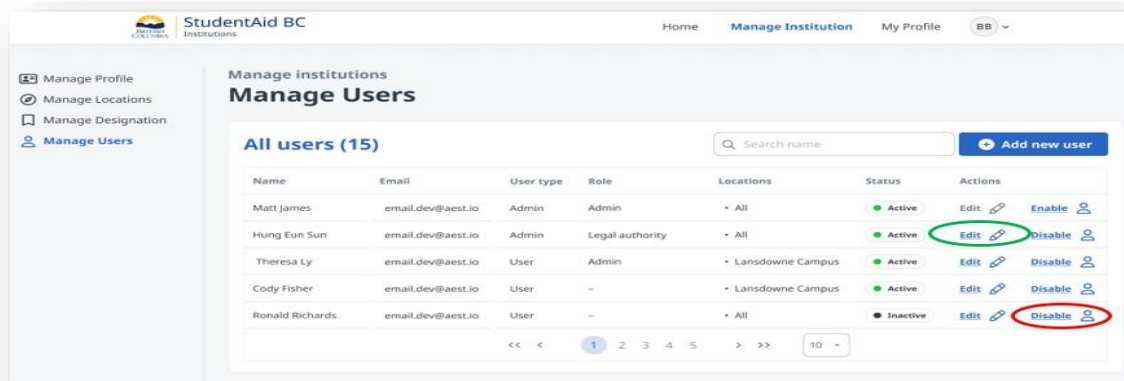
3.3.5 Adding Locations

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.
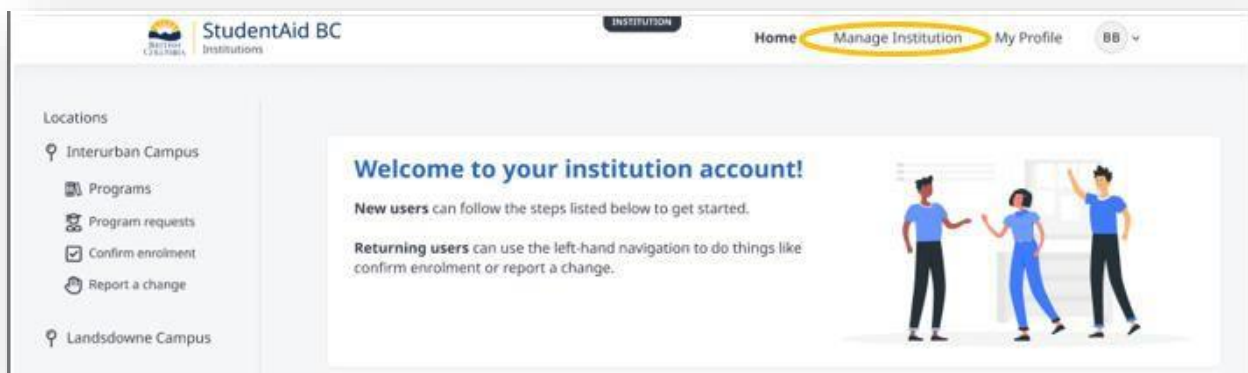
Click on manage locations and then select add location.
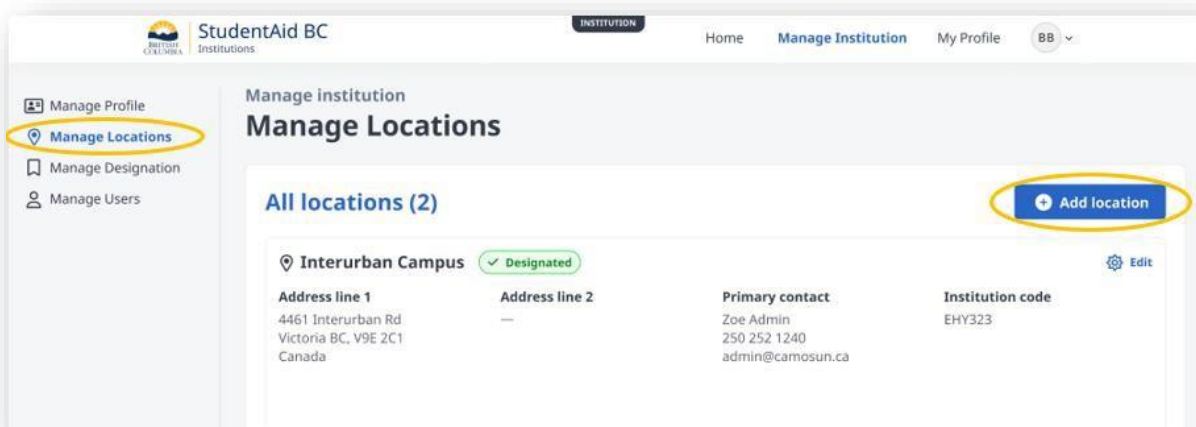
Enter the location information and submit.

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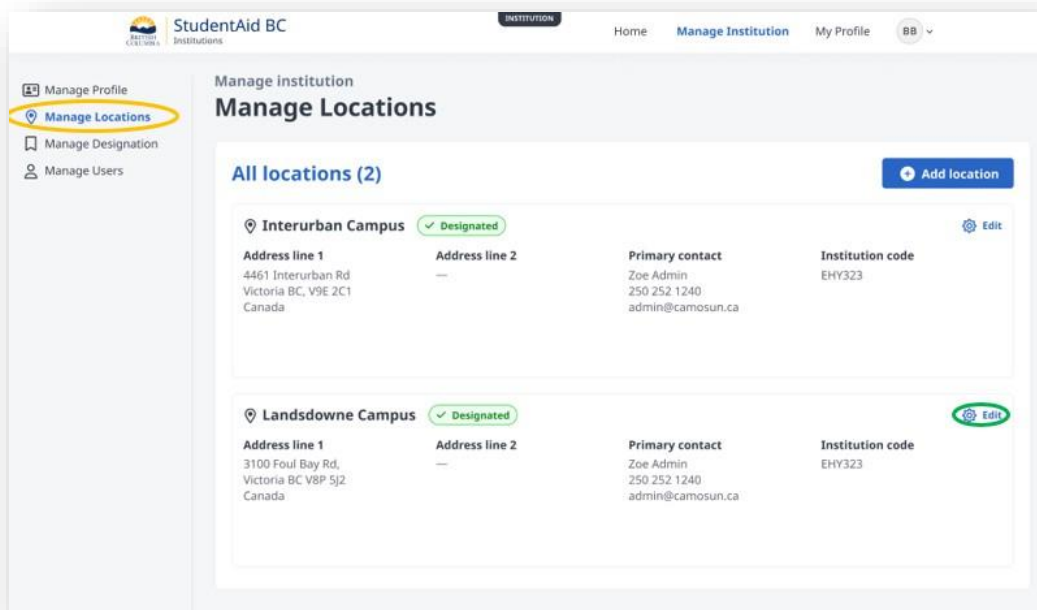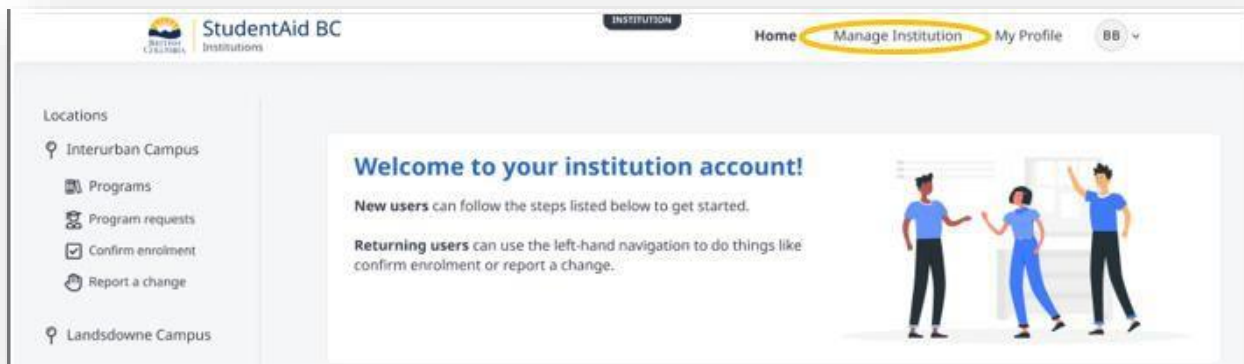
Select manage locations. Click "Edit" on the location to be changed.

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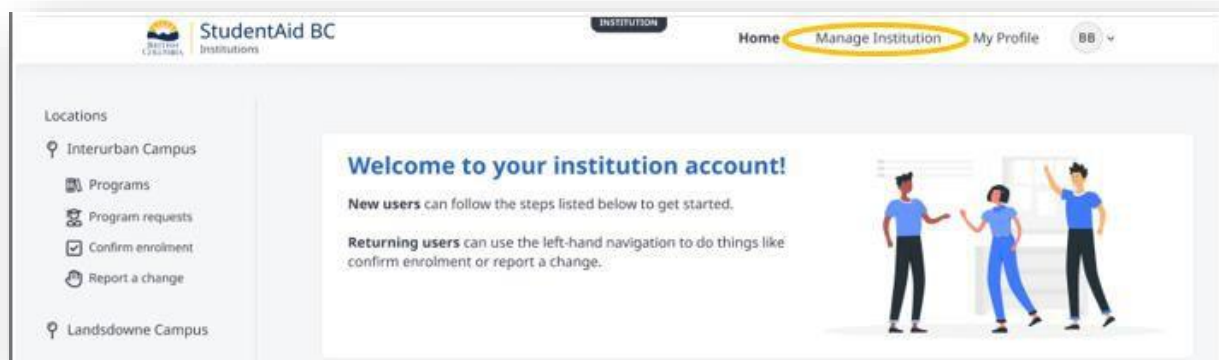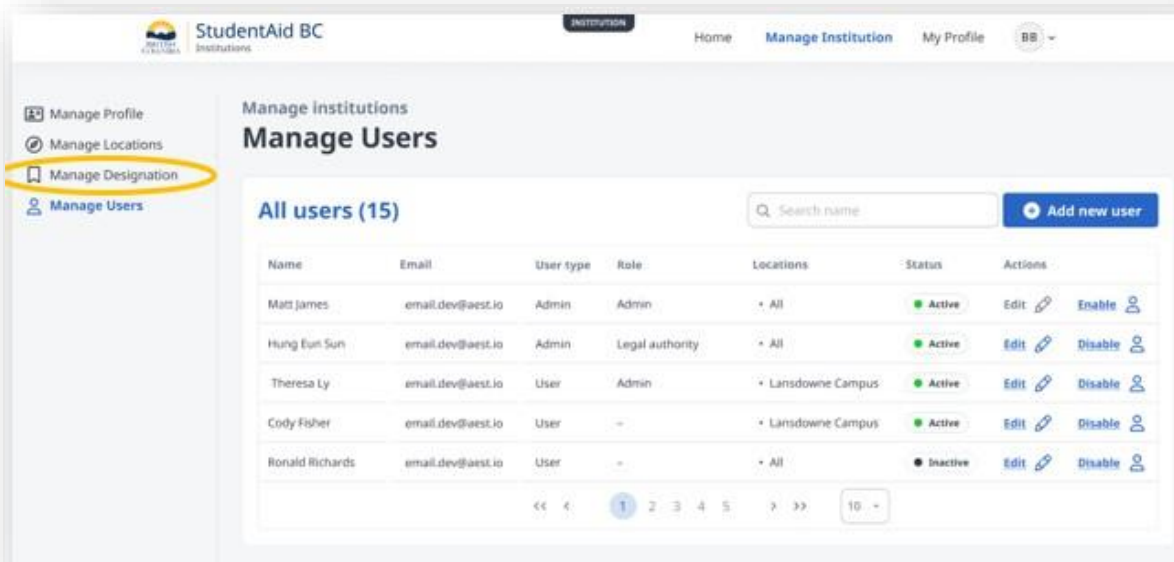
Select "Manage Designation" on the left-hand side of the screen.

Then on the top right side of the screen select "Request designation".
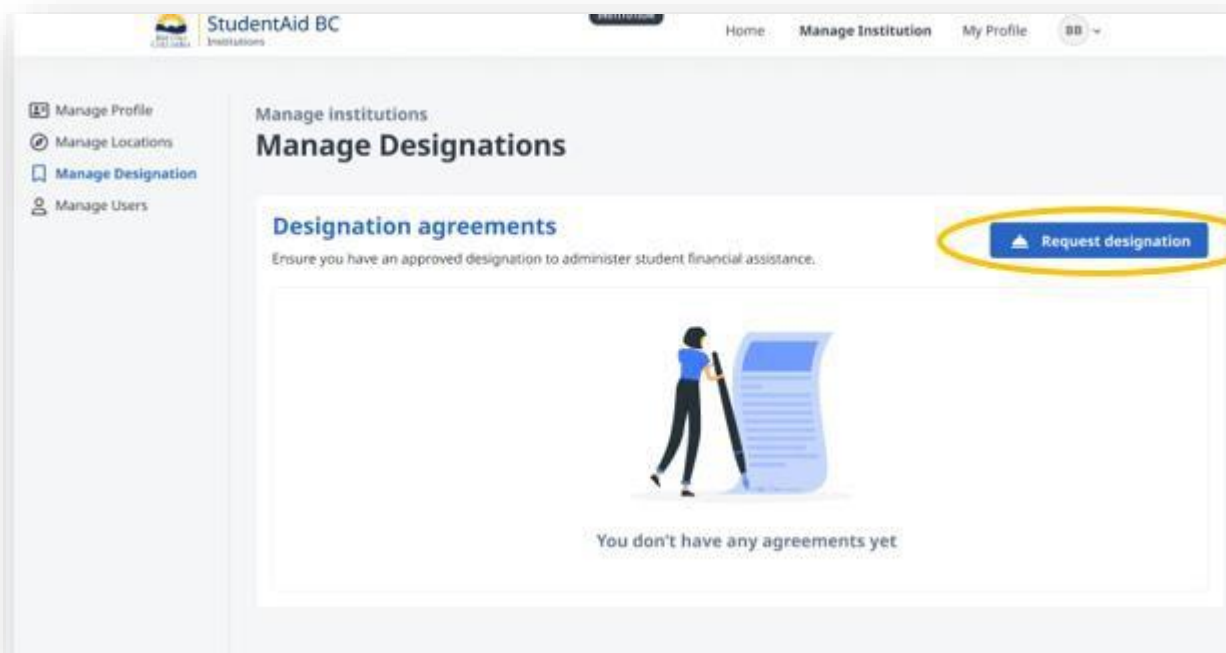
Select the location included in the designation request. This is done by checking the boxes next to the location being designated and then click "Submit".

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".

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.

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.
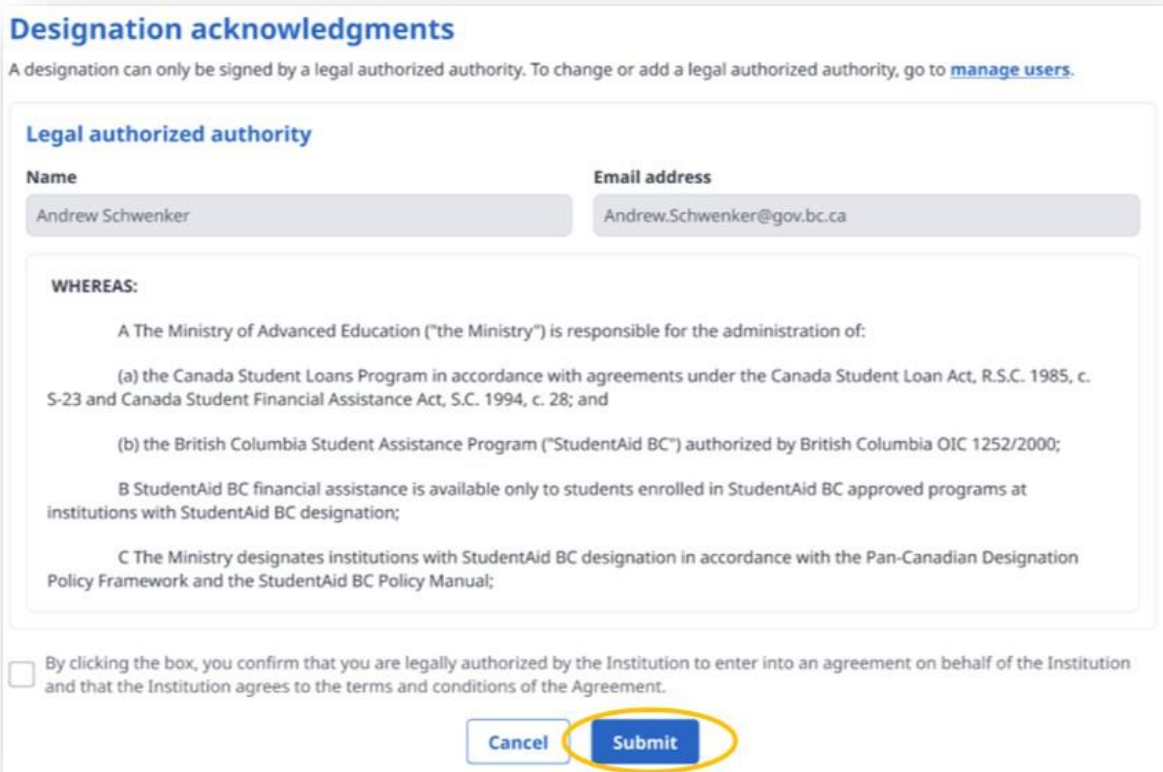
Confirm and accept all agreement documents.

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.

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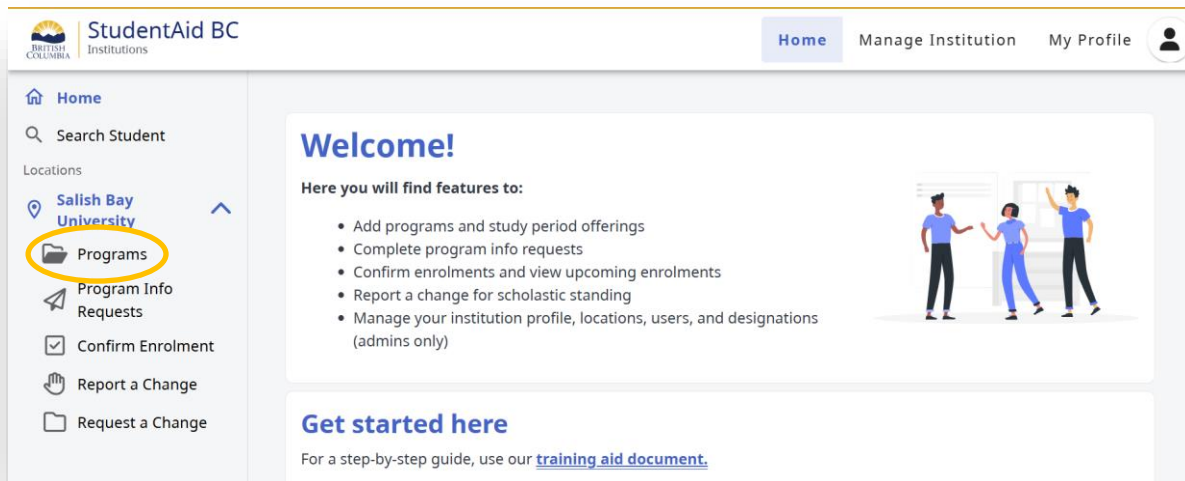
Click the create program.
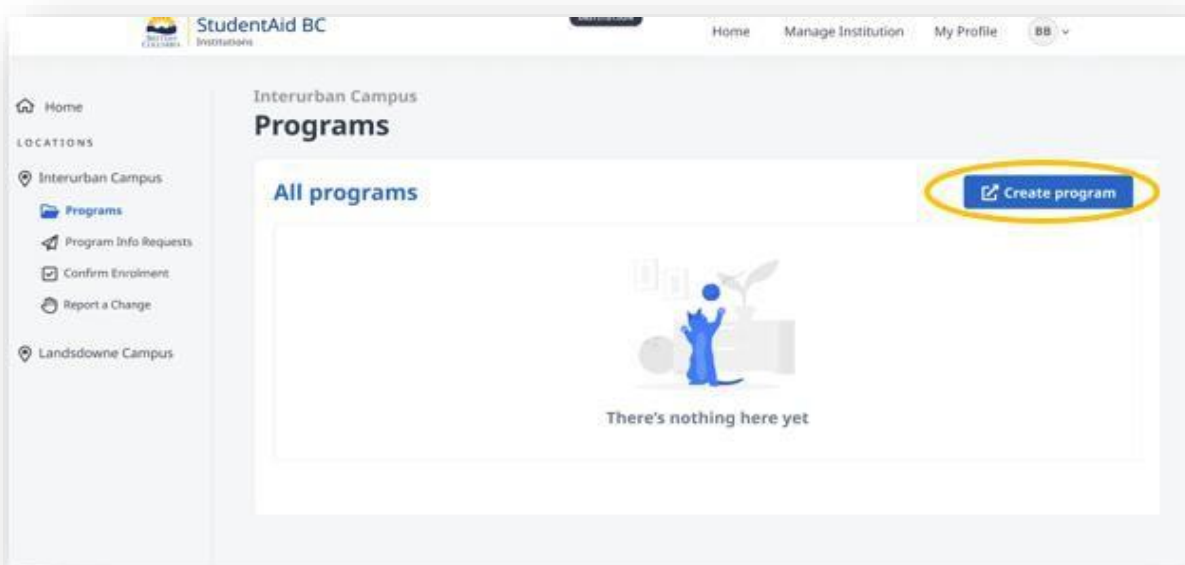
Complete the program information fields (all fields with a red asterisk are mandatory).

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

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.

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

Now click "Edit".

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

Proceed to the bottom and click "Submit".

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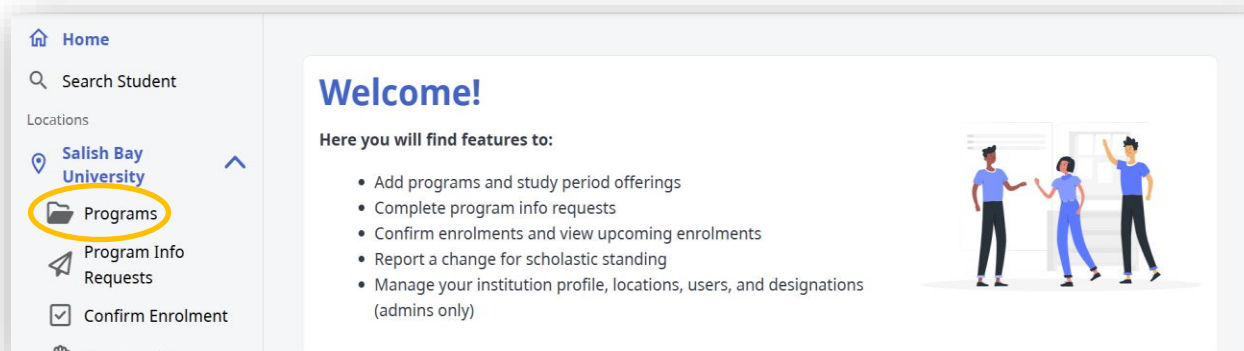
Find the program to be deactivated from the list of programs and click view:

Select program actions:

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

Click "Confirm deactivation" program:
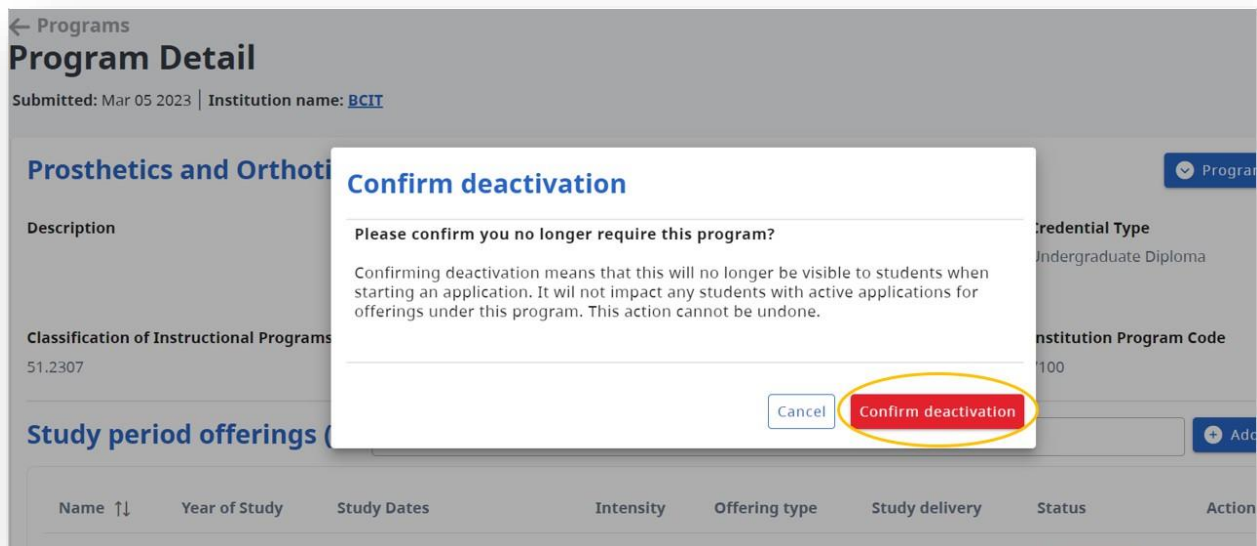
The program will now appear as inactive:

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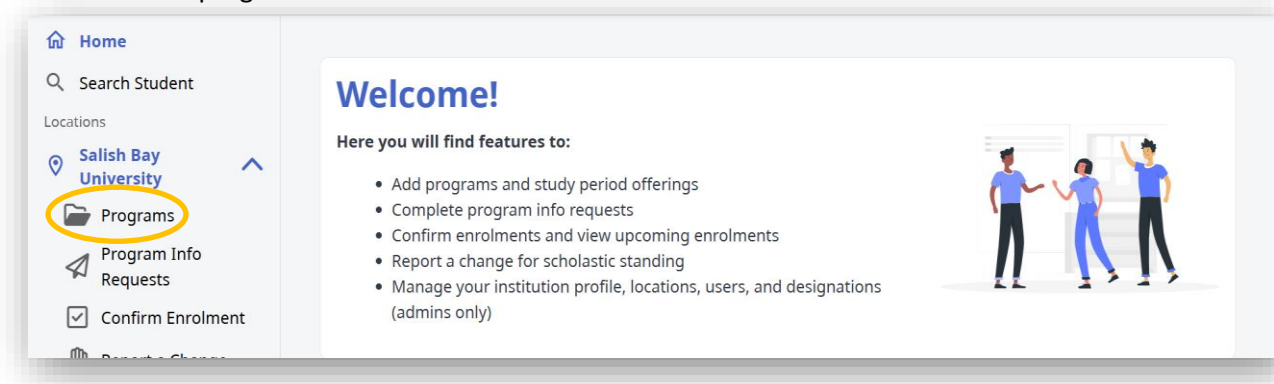
Find the program that the offering will be added to from the list and click view.

Click "Add offering."

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

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.

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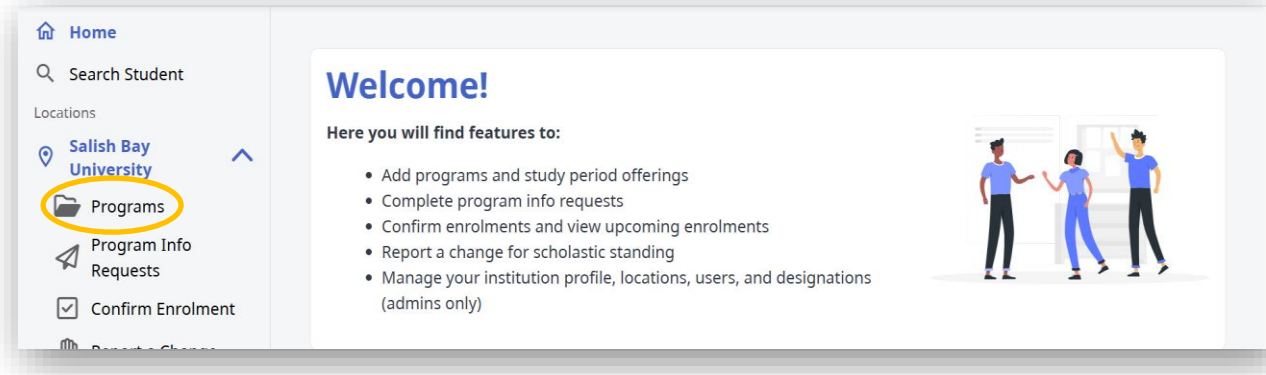
Access the program that has the offering you want to change.
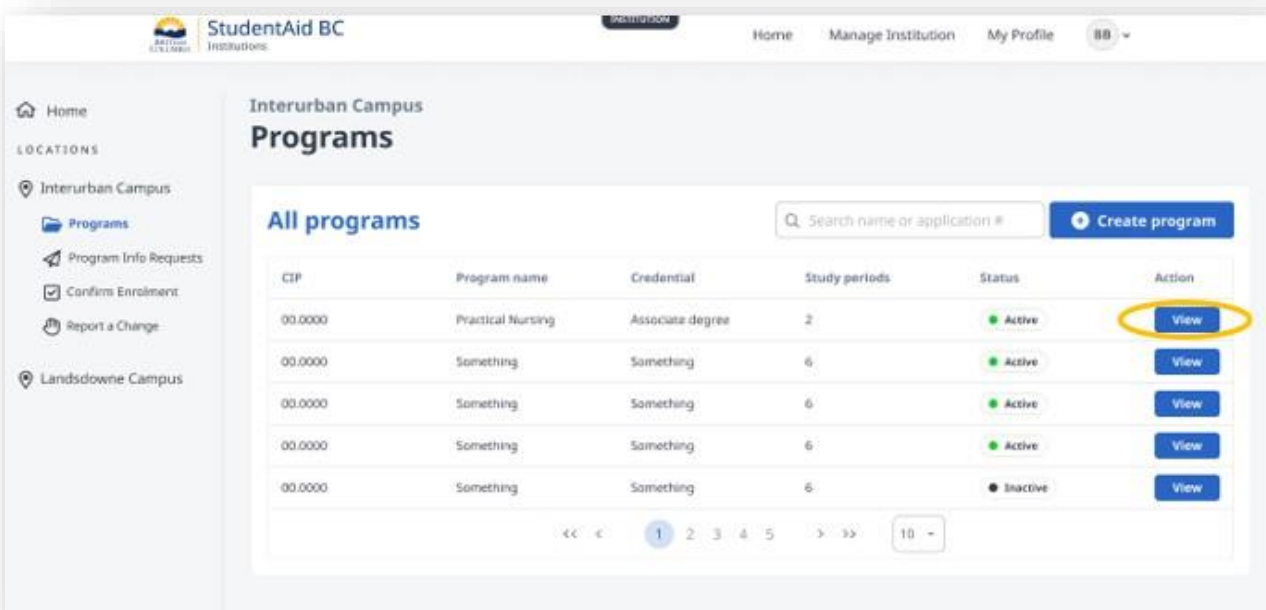
Click"Edit" next to the offering that you would like to change from the list of offerings.

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.

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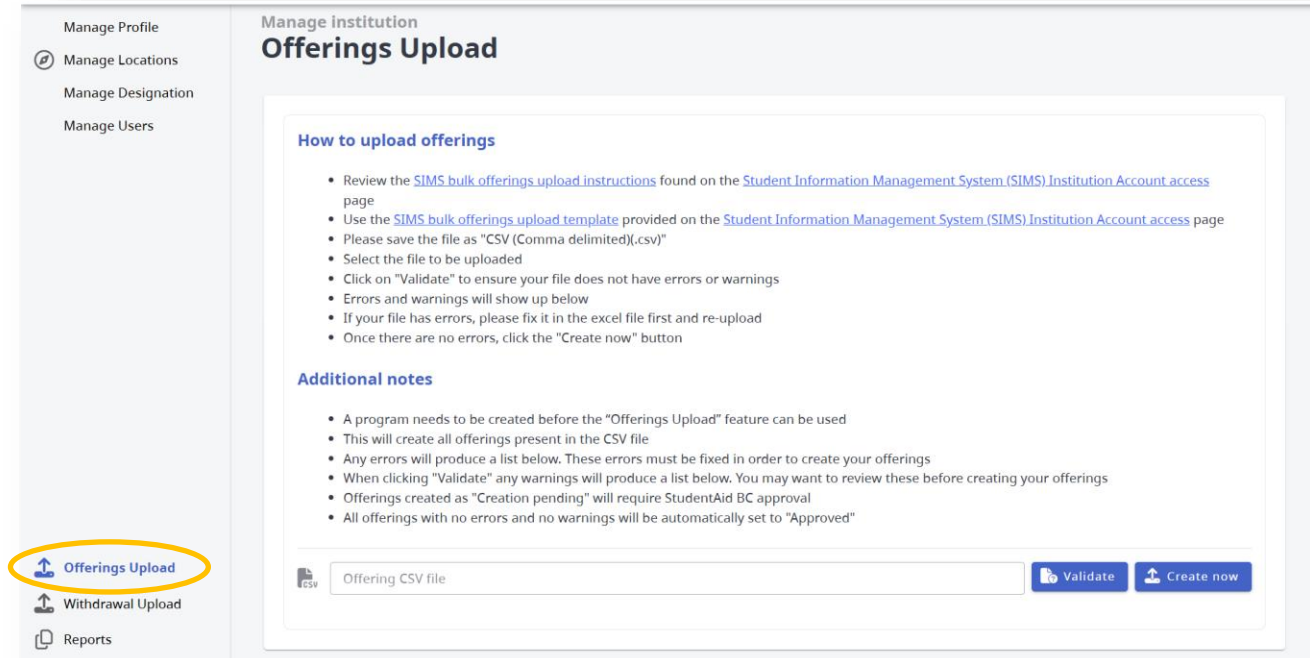
Follow the instructions on how to upload the spreadsheet. Click Validate to check for errors or warnings. Errors are critical and will not allow submission of the document. Warnings are policy-based issues which will put the pertinent offering into the pending status upon creation. If there are no errors,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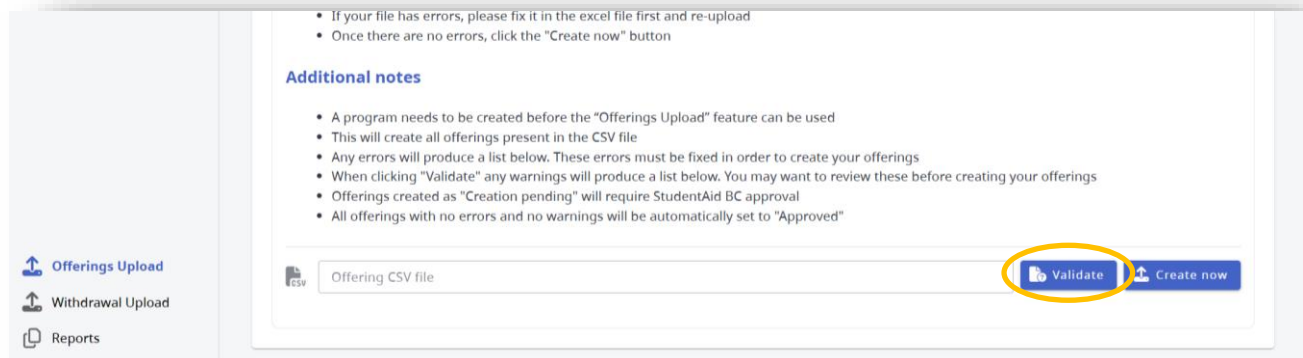
Note

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

There 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":
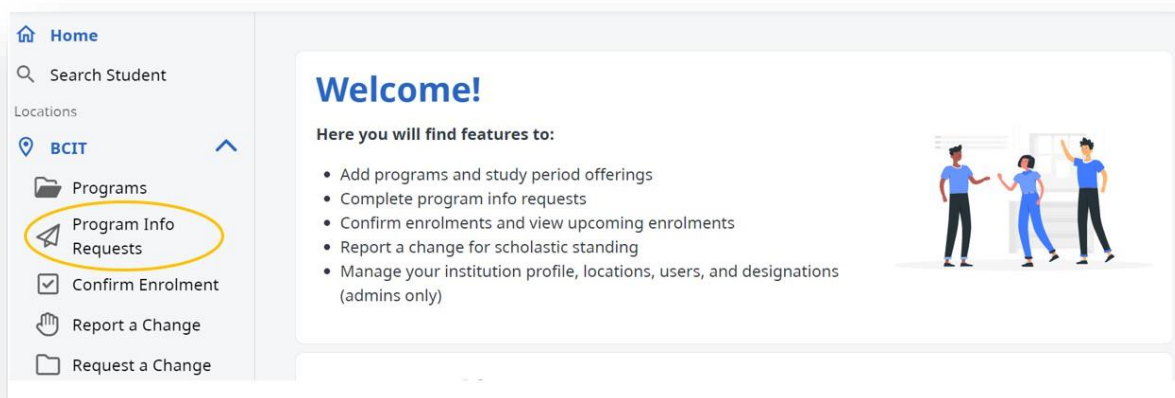
Select the Program Information Request you wish to view:

Review the Program Information Request to determine if required.

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:

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

Add the offering by clicking on the button.

Add the offering information.

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.

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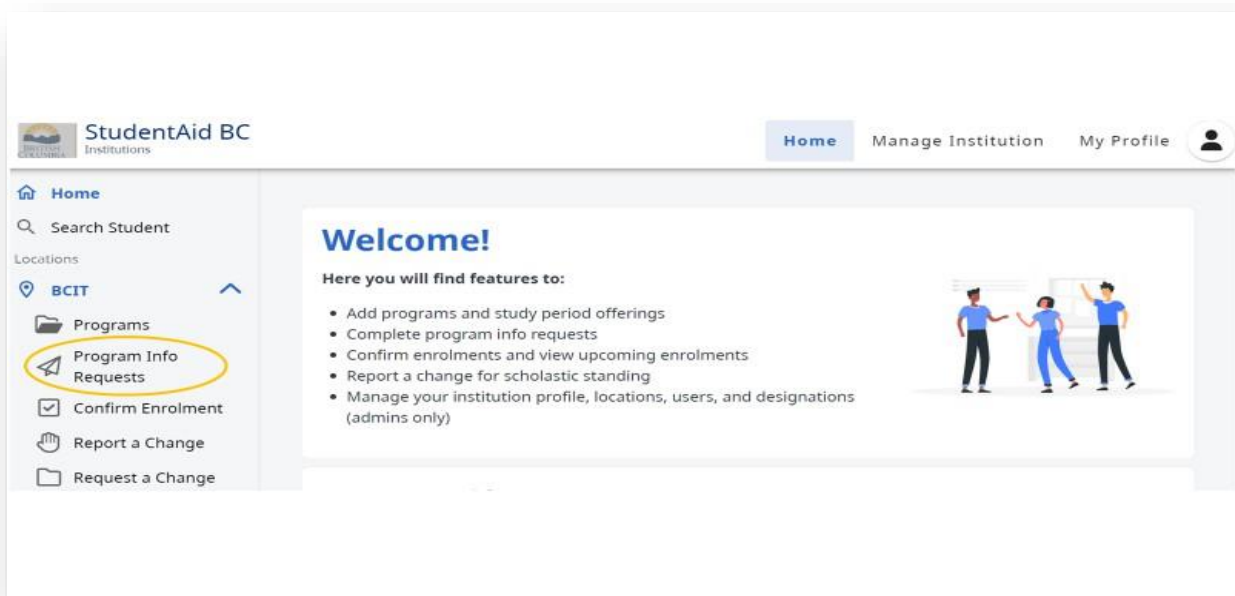
Select the student record you wish to complete the Program Information Record.

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.

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.

Select the record you wish to review:

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:

There are two possible actions:

- Confirm enrolment
- Decline enrolment

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

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."

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.

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

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.

Select the record you wish to review:

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:

There are two possible actions:

- Confirm enrolment
- Decline enrolment

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

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."

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.

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

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

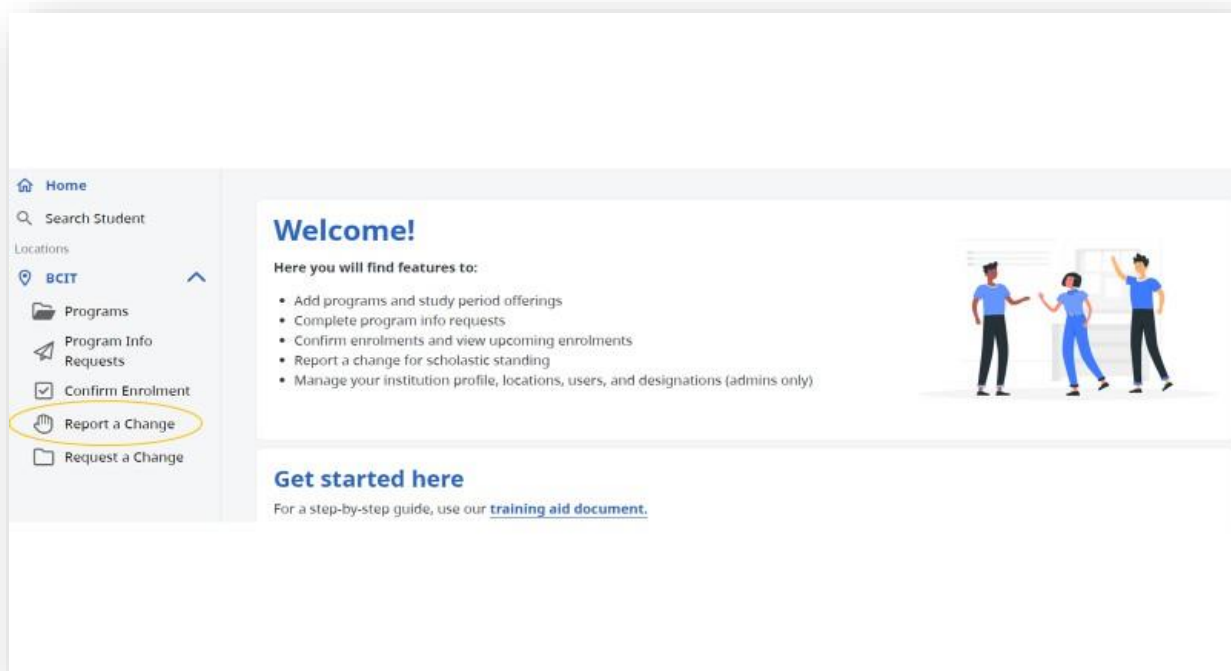**Note:** Declining enrolment does not cancel the student loan application.

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":

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

Select "student withdrew from funded period."

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":

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

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

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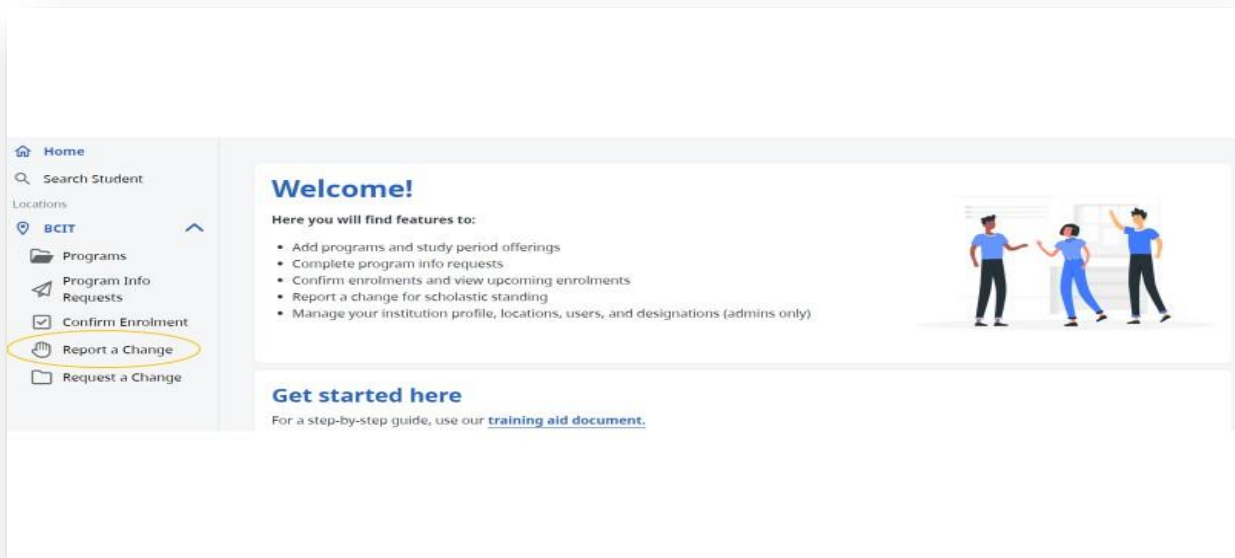
Select "Available to report":
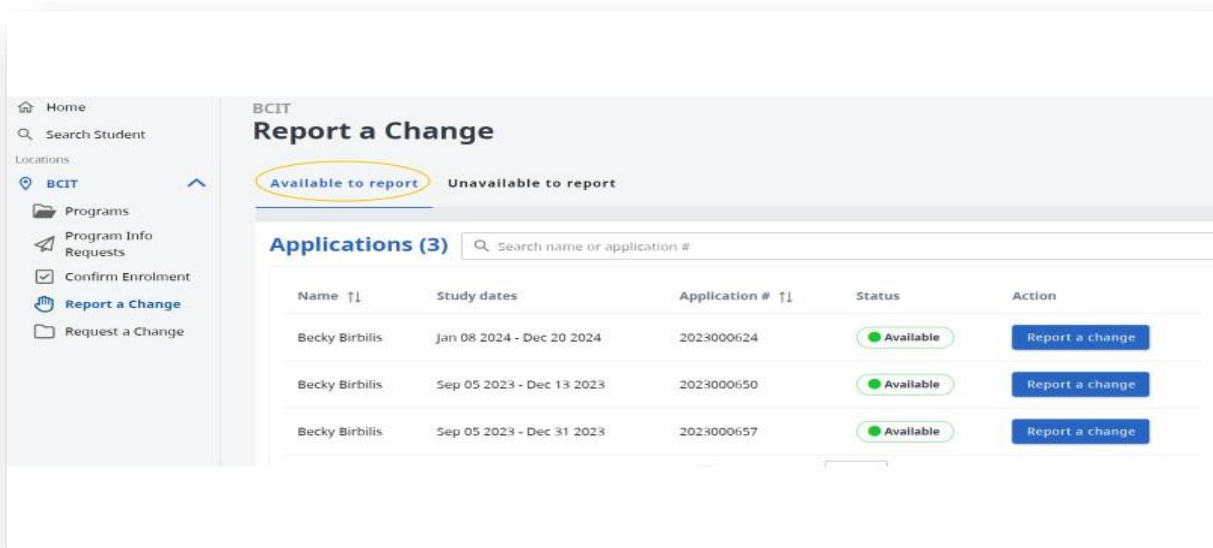
Select the record for which you want to report a change:

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 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
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
John Fish	Mar 09 2024 - Dec 07 2024	2023001051	🟢 Available	Report a change

Select "student completed funded study period early."

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:

Select "student withdrew from funded period."

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:

Select "student did not complete the courses they were funded for"

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

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:

Select student completed program early:

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

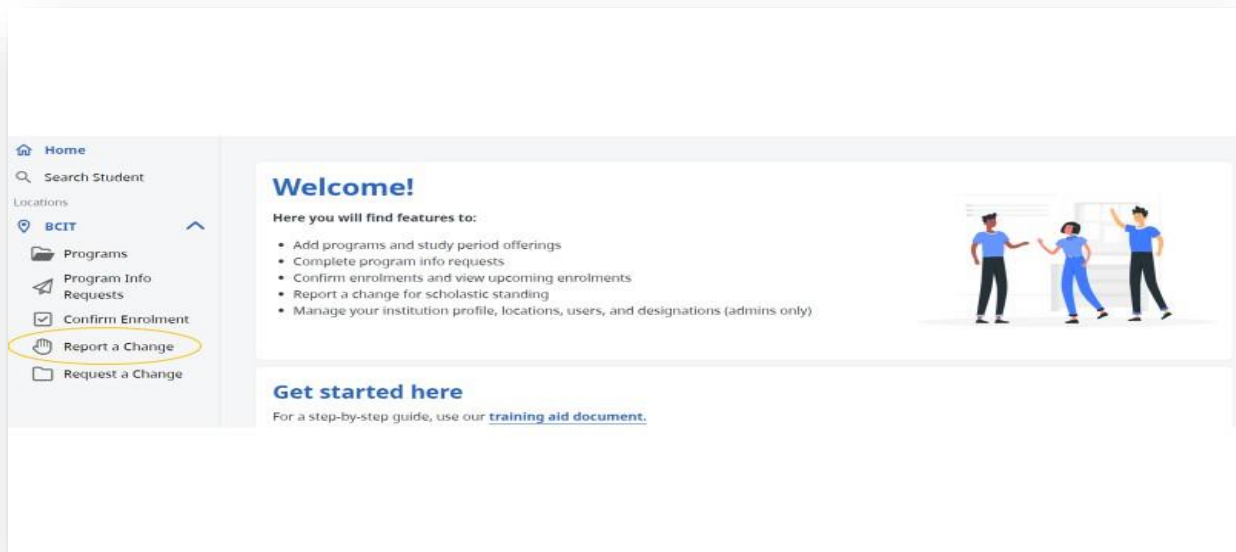Submit update. The student will be notified of the change.

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.
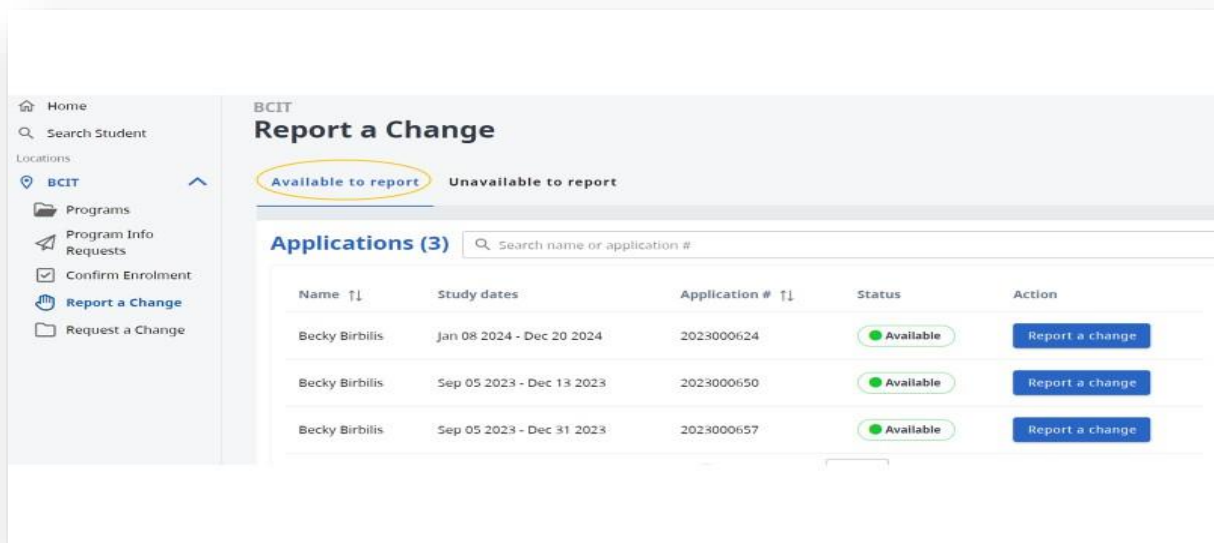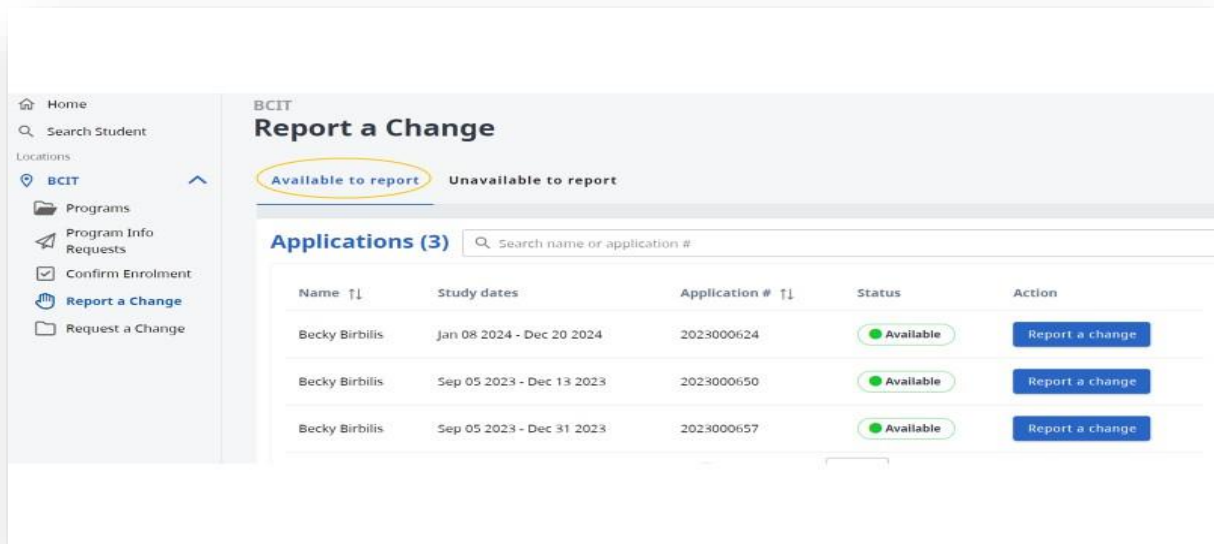
Tip

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
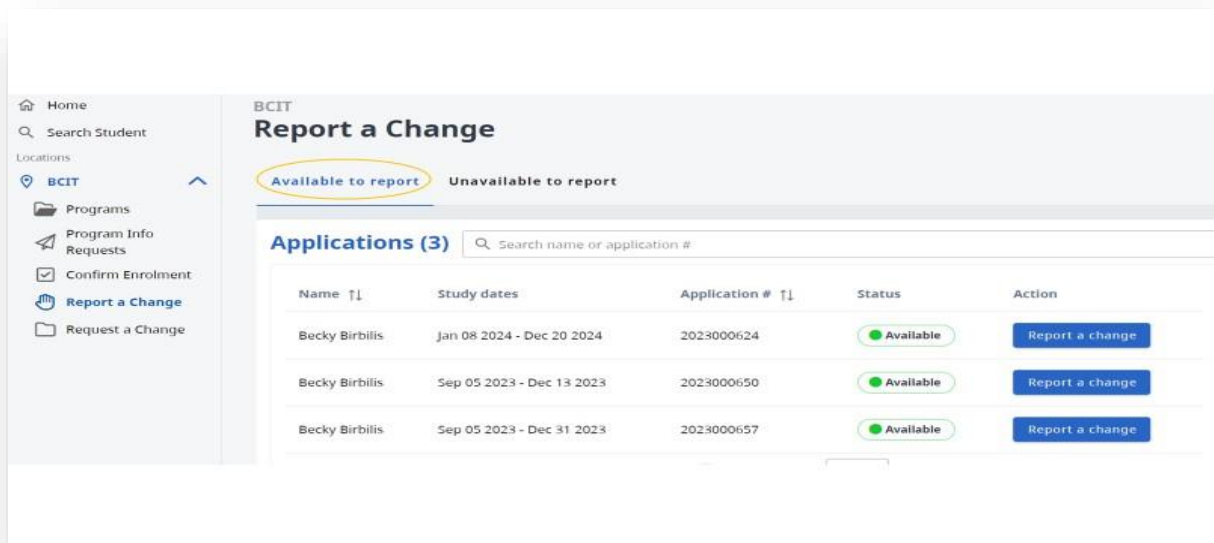- Student transfers to a new institution

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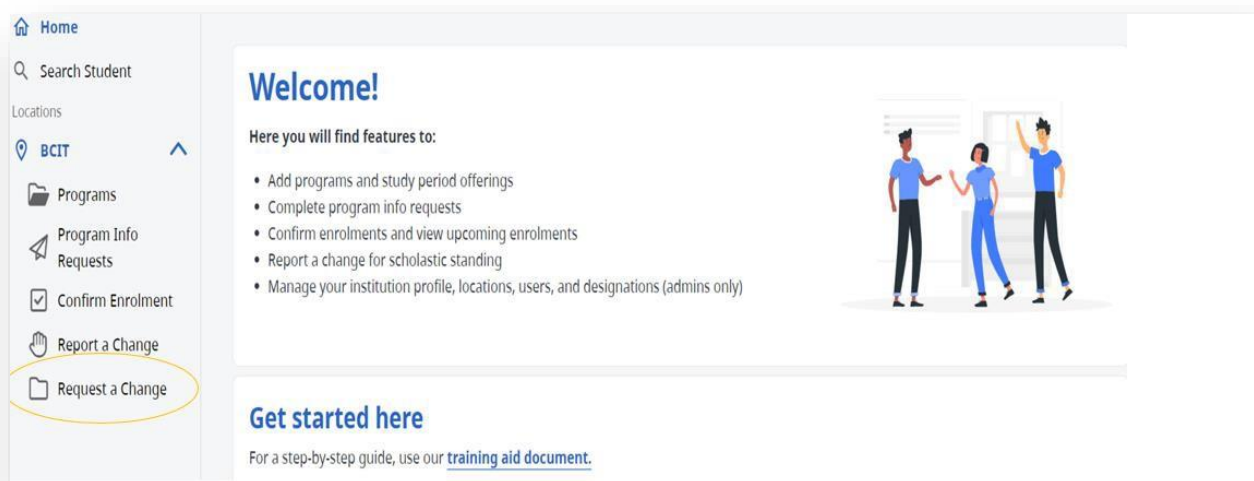
Three tabs will appear. Select "Available to Change" and select the student whom you wish to make the change:

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

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

Confirm the same program or change the program:

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	🟠 In progress with student	View
Becky Birbilis	Jan 03 2024 - Mar 29 2024	2023000481	🟠 In progress with student	View

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