For your program of study to be eligible for StudentAid BC funding, your school must be a designated school authorized by British Columbia, and it must meet B.C. post-secondary education requirements.

All public universities, colleges and institutions in B.C. are designated; however, not all private training schools or out of province schools have been reviewed and designated by the Ministry of Advanced Education, Innovation and Technology, and Minister Responsible for Multiculturalism.

Not all schools choose to be designated. Before applying for StudentAid BC funding, you should confirm the school’s designation status on www.StudentAidBC.ca under Search for designated schools.

Note: Your school must be designated as of the first day of classes, or your application will be denied.

If you wish to have your school designated, please complete the Designation Request Form available on our website and forward it to StudentAid BC for review. The designation process may take several weeks to complete. Assistance through StudentAid BC cannot be considered before the school is designated because funding is not retroactive.

DEADLINE

- Completed Appendix 3 forms must be received at least 6 weeks before classes end.
- Incomplete Appendix 3 forms will delay processing of your application.
- Ensure all sections are completed before you submit your application to StudentAid BC.

INSTRUCTIONS TO ALL SCHOOLS: IMPORTANT

- The completion of Appendix 3 DOES NOT confirm enrolment or registration in the program.
- Content is information only to assist StudentAid BC to determine the student’s eligibility for financial assistance. You will be required to confirm enrolment at a later date.
INSTRUCTIONS TO ALL SCHOOLS

- The information you provide in Appendix 3 is necessary to determine the eligibility of the program and the student's financial need.
- It also determines the disbursement and negotiation dates for any assistance and the date the loan will go into repayment status.
- Ensure the mailing address listed is for the financial aid office or registrar’s office at the school, not the department or faculty address.
- Enter your school code. To find program and school codes visit www.StudentAidBC.ca.
- Ensure your school stamp or seal is used.
- It is not expected that students pay their fees before the school completes this form.
- Department heads, faculty members and teaching staff DO NOT have authority to complete or sign this form.

<table>
<thead>
<tr>
<th>B.C. PUBLIC SCHOOLS</th>
<th>B.C. PRIVATE SCHOOLS</th>
<th>SCHOOLS OUTSIDE B.C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 3 forms may only be completed by authorized financial aid staff. Submitted forms must bear the official FAO stamp. Enter the program code.</td>
<td>This form must only be completed by staff at the school who have signing authority as per their StudentAid BC designation agreement. Enter the program code.</td>
<td>This form must only be completed by financial aid or registrar's staff who have signing authority for student financial assistance purposes. Leave program code blank.</td>
</tr>
</tbody>
</table>

**QUESTION 17 DATE CLASSES START**

Enter first day of classes for the program of study in which the student is or will be registered.
Indicate the program of study in which the student is intending to start classes between August 1, 2013 and July 31, 2014.

**Note:** The program of study must be at least 12 weeks long.

**QUESTION 18 DATE CLASSES END**

Enter the last day of classes or exams, whichever is later, for the program of study.

**Note:** If you are completing Appendix 3 to extend a study period end date (reassessment), enter the original study period start date on Question 17. The program of study cannot exceed 52 weeks in length.

**QUESTION 21 YEAR OF PROGRAM**

Most programs have a standard length for completion. Indicate the year of the program the student will be in, not the total number of years the student has spent working towards completion of the program.

**For example:**

i. If the program requires one year or less to complete, mark 1 in the box.
ii. If the student is entering the third year of a four-year program, mark 3 in the box.

**QUESTION 23 CORRESPONDENCE/DISTANCE EDUCATION PROGRAM**

Students enrolled in correspondence studies, distance education, on-line programs or other programs with a non-traditional form of delivery are required to submit the Confirmation of StudentAid BC Distance Education Eligibility form. Download the form at: www.StudentAidBC.ca. This form must be completed by the school official and submitted to StudentAid BC with the required documentation.

**QUESTION 24 PROGRAM TYPE**

Indicate type of credential the student will receive upon successful completion of this program.

**QUESTION 25a**

Actual tuition fees only, do not include any other fee.

**QUESTION 25b**

Mandatory fees include registration fee, archiving fee, licence exam fee, AMS/Student Society Fees, Association fees. Mandatory fees do NOT include local transportation, medical premiums or student licence.

**QUESTION 25c**

Program related costs include actual books and supplies, kit, personal instruments or tools required for study/practice, computer equipment to a maximum of $300 per year (software usage charges, repairs, etc.), clothing/uniform, safety equipment shoes/boots and other equipment rental (diving, aviation, photography, etc.).

**QUESTION 25d**

Exceptional expenses include compulsory trips, practicum costs and clinical experiences.

Please consult the StudentAid BC Policy and Procedure manual available online at www.StudentAidBC.ca or contact StudentAid BC for further information.
Appendix 3

SECTION A - STUDENT: COMPLETE SECTION ‘A’ (FRONT PAGE) AND ‘C’ (BACK PAGE) ONLY

(01) STUDENT’S LAST NAME

(02) STUDENT’S FIRST NAME

(03) STUDENT’S SOCIAL INSURANCE NUMBER

(04) STUDENT APPLICATION NUMBER

(05) STUDENT NUMBER (IF KNOWN)

SECTION B - TO BE COMPLETED BY AN OFFICIAL OF THE FINANCIAL AID OFFICE OR REGISTRAR’S OFFICE ONLY (SCHOOL AND PROGRAM INFORMATION)

(06) SCHOOL NAME

(07) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR’S OFFICE

(08) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR’S OFFICE

(09) CITY/TOWN

(10) PROVINCE/STATE

(11) POSTAL/ZIP CODE

(12) COUNTRY

(13) PROGRAM/FACULTY

(14) TYPE OF SCHOOL - MARK ONE

(15) MAJOR/DEPARTMENT (if applicable)

(16) TOTAL WEEKS

(17) DATE CLASSES START

(18) DATE CLASSES END

(19) STUDENT’S INTENDED COURSE LOAD

(20) PRIOR LEARNING ASSESSMENT (PLA)

(21) What year will the student be in (e.g., 1st, 2nd, 3rd, 4th, etc.)

(22) How long is the program when taken at 100% including program breaks? (if less than 60 weeks, mark ‘1’ in box)

(23) Is this a correspondence/distance education program?

(24) Program type (mark one box only)

(25) Total costs: must be shown in Canadian dollars.

(26) Student awards: must be shown in Canadian dollars.

(27) SIGNATURE OF SCHOOL OFFICIAL (IN INK)

(28) DATE SIGNED

RETURN APPENDIX 3 TO THE STUDENT WHEN COMPLETE
SECTION C - STUDENT’S MAILING ADDRESS REQUIRED

LAST NAME

FIRST NAME

MAILING ADDRESS
Apt./suite Street Number and Street Name/PO Box

Use this line for any part of your address not indicated above

Use this line for any part of your address not indicated above

CITY/TOWN

PROVINCE/STATE POSTAL/ZIP CODE

COUNTRY

AREA CODE TELEPHONE NUMBER

( ) -

E-MAIL ADDRESS – Notifications MAY be sent to this address

CONTACT INFORMATION

TO REACH StudentAid BC BY PHONE:
Call
1-800-561-1818 toll-free from in Canada or USA
or
(250)-387-6100 from outside North America

TO REACH StudentAid BC BY MAIL:
StudentAid BC
Mailing address:
P.O. Box 9173 Stn Prov Govt
Victoria B.C. V8W 9H7
Courier address: StudentAid BC
1st Floor, 835 Humboldt Street
Victoria B.C. V8V 4W8
Visit us on-line at www.StudentAidBC.ca