

***Note:** The ⓘ symbol means to read the INSTRUCTIONS booklet, which is included in the StudentAid BC application package or visit www.StudentAidBC.ca.

SPOUSE/COMMON-LAW PARTNER INFORMATION

PURPOSE The information on this Appendix 2 determines how much your spouse/common-law partner may be required to contribute to help pay for your education.

WHO COMPLETES APPENDIX 2?

The applicant's spouse/common-law partner. If your spouse/common-law partner has arrived in Canada as a landed immigrant and does not have a valid Social Insurance Number (SIN), apply as "married" and leave the SIN field blank. When your spouse/common-law partner has received a valid SIN, you must submit an Appendix 7 – Request for Reassessment with a copy of their SIN to StudentAid BC. Read ⓘ [page 25](#).

DO NOT COMPLETE THE APPENDIX 2 IF, AS OF THE FIRST DAY OF CLASSES:

- Your spouse/common-law partner is not a Canadian citizen or landed immigrant AND does not live in Canada. Apply as "single";
- You have eligible dependent child(ren) under your care, living in Canada, AND your spouse/common-law partner is not a Canadian citizen or landed immigrant (does not have a valid Social Insurance Number) and does not live in Canada. Apply as a single parent student (mark marital status " 'Single' parent" on page 1 of the student loan application).

ARE YOU COMMON-LAW?

You and your partner are considered to be common-law if you meet both of the following:

- you are currently living together in a marriage-like relationship; **and**
- you will have been living together for at least 12 consecutive months as of your first day of classes.

DECLARATION AND CONSENT

Read, sign and date both the Canada Revenue Agency consent and the StudentAid BC declaration. Without the complete information including dates and signatures, we cannot process the student's application. Once you have completed Appendix 2, return it to the applicant to submit with his/her application. No faxes, scans or copies are accepted as **original** signatures are required.

NEXT STEP

When the Appendix 2 is complete, include it with your application and submit to StudentAid BC. An incomplete or unsigned Appendix 2 will not be processed and will delay funding.

HELP FOR THE SPOUSE/ COMMON-LAW PARTNER

Question 03 Marriage/Common-law Date

This is the date you were married or, if common-law, the date you began living together in a marriage like relationship. Read ⓘ [page 3](#).

Question 07 a-e Income

Ensure that you declare income from all sources during the four months before the applicant starts classes. Do not include student loans/grants, child tax benefits, tax refunds, tax rebates or BC Family Bonus.

HELP FOR THE SPOUSE/COMMON-LAW PARTNER

Question 10c Separate Living Allowances

If you must live separately from the applicant during the study period, separate living allowances will be assessed.

Question 11a-f Income

Ensure that you declare income from all sources during the applicant's entire study period. Do not include student loans/grants child tax benefits, tax refunds, tax rebates or BC Family Bonus.

Question 12c Day-care costs

See definition of day-care costs on page 36 of the StudentAid BC Guide. Enter study period day-care costs for your child(ren) aged 11 or under. Include the amount of child care subsidy. Do not include costs declared by the applicant on line 50 of Section 3 of the application.

Question 13 Net Worth of RRSPs

This is how you calculate the net worth of RRSPs:

Amount of RRSP

- Amount owing on the RRSP loan(s)
- Amount withheld by bank for tax and/or penalties (if cashed)

= Net worth of RRSP

Do not include RRSPs declared by the applicant on his or her application. Contact your bank, credit union or trust company to accurately determine the net worth of your RRSPs.

Question 14 Net Worth of Other Investments

This is how you calculate the net worth of other investments:

Amount of investment

- Amount owing on investment
- Any fees that may be charged for withdrawing the investment

= Net worth of investment

If assets are jointly owned, use the net worth of the portion you own. Contact your bank, credit union or trust company to accurately determine the net worth of your other investments.

Question 16 Net Worth of Business

This is how you calculate the net worth of your business:

Total business assets (land, buildings, accounts receivable, etc.)

- Total liabilities (accounts payable, notes payable, mortgages, etc.)

= Net worth of business

If the business is jointly owned, use the net worth of the portion you own.

Question 16a Gross Income from 2013 Income Tax Return

Enter the amount from line 150 of your 2013 Income Tax Return. The line 150 income you report will be checked against Canada Revenue Agency (CRA) records. If the amount you indicate is different from their records, CRA data will be used in the applicant's needs assessment calculation. If CRA records are incorrect, you must submit an Appendix 2 (and Appendix 7 – Request for Reassessment) with documentation showing the correct income. If you did not file a Canadian Income Tax Return, enter your total 2013 **gross income from all sources both inside and outside Canada**, which includes employment, pension investment income, rental, RRSP, foster parent, net professional/self-employment income, worker's compensation, employment insurance, and disability assistance, etc. Convert foreign currency into Canadian dollars.

Question 17 Motor Vehicles Owned

Include the current resale value of all cars/trucks/motorcycles whether in running order or not, insured or not, fully paid for or not, for which you are the registered owner. If you share registered ownership of the motor vehicle with your spouse/common-law partner, the motor vehicle value may be divided in half. Your spouse/common-law partner may declare half the value on the application. You may be asked to submit your owner's certificate of insurance and vehicle licence documentation.

Question 17a Motor Vehicles Leased

If you are currently leasing a motor vehicle, enter the information required on Question 17a, including your monthly lease payments. If you share a lease of the motor vehicle with your spouse/common-law partner, the motor vehicle lease payments may be divided in half. Your spouse/common-law partner may declare half the lease payments on the application. You may be asked to submit your lease certificate of insurance and vehicle licence documentation.

(10) During the applicant's study period, will you be:

- (a) Employed full-time or part-time?
- (b) At home caring for eligible dependent child(ren) on a full-time basis for the entire study period?
- (c) Living with the applicant during the study period?
- (d) A full-time post-secondary student for at least three months of the applicant's study period?

(10a) ☐ YES ☐ NO

(10b) ☐ YES ☐ NO

(10c) ☐ YES ☐ NO

(10d) ☐ YES ☐ NO

(11) During the applicant's **study period**, what will be the **total** amount of:

You must enter "0" if none.

- (a) Income assistance (welfare) and/or BC income assistance for persons with disabilities you will receive?
Enter "0" if none.
- (b) Employment insurance benefits (EI) you will receive?
Enter "0" if none.
- (c) Gross earnings you will receive from employment and net self-employment income?
Enter "0" if none. Read ① **page 11**.
- (d) Child care subsidy you will receive? (**Only one parent may claim child care subsidy**)
Enter "0" if none.
- (e) Scholarships or merit-based awards, including Passport to Education, provincial government scholarships, etc., you will receive? Enter "0" if none.
- (f) Other sources of income you will receive? (e.g. pension, child support, First Nations band funding, spousal support payments, insurance settlements, etc.)

(11a) \$

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.00

(11b) \$

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.00

(11c) \$

--	--	--	--	--

.00

(11d) \$

--	--	--	--	--

.00

(11e) \$

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.00

(11f) \$

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.00

Specify:

Enter "0" if none

(12) During the applicant's **study period**, how much will **you pay** for:

- (a) Your Canada student loan and/or provincial student loan regular scheduled payments made?
- (b) Total day-care costs? Include child care subsidy amount from **line 7d**.
(Only one parent may claim day-care costs.) Read ① **page 12**.
- (c) Child support and/or spousal support that you pay?

(12a)	\$					.00
(12b)	\$					.00
(12c)	\$					.00

Report all Canadian AND foreign assets. (Include all 'locked-in' assets.)

You must enter "0" if none.

- (13)** What is the **net** worth of your RRSPs? Enter '0' if none. **(13)**
- (14)** What is the **net** worth of all your term deposits, GICs, mutual funds, stocks, bonds, etc.? **(14)**
Do not include RRSPs. Enter '0' if none.
- (15)** What is the **net** worth (your share) of any assets such as revenue/holding/recreational properties, boat, RV, etc.? **(15)**
Do not include principal residence or motor vehicles reported in questions 17 and 17a. Enter '0' if none.
- (16)** What is the **net** worth (your share) of a business? Enter '0' if none. **(16)**

(13)	\$						.00
(14)	\$						.00
etc.?	\$						.00
(16)	\$						.00
(16a)	\$						.00

- (16a)** Enter your reported gross income from line 150 of your 2013 income tax return. If you did not file a 2013 income tax return, enter your total gross income from all sources **both inside AND outside of Canada**.

(17) Do you **own** a car/truck/motorcycle/other motor vehicle of which you are the registered owner?

You must answer questions 17 and 17a. Uninsured vehicles must be reported.

(17) ☐ **YES** (give details below and answer question 17a) ☐ **NO** (you must answer question 17a)

YEAR				MAKE AND MODEL	TYPE
2	0	1	2	Acura CSX	4dr Sedan

PURCHASE DATE YYYY/MM					
2	0	1	2	/	0 6
				/	
				/	

	PURCHASE PRICE					
\$	2	2	5	0	0	.00
\$						.00
\$						.00

	RESALE VALUE					
\$	2	0	3	5	0	.00
\$						.00
\$						.00

ANSWER BOTH QUESTIONS

- (17a)** Do you **lease** a car/truck/motorcycle/other motor vehicle of which you are the registered owner?

You must answer questions 17 and 17a. Uninsured vehicles must be reported.

(17a) ☐ YES (give details below) ☐ NO

YEAR				MAKE AND MODEL	TYPE
2	0	1	2	Acura CSX	4dr Sedan

LEASE DATE YYYY/MM						
2	0	1	2	/	0	6
				/		
				/		

VEHICLE VALUE AT LEASE DATE						
\$	2	2	5	0	0	.00
\$						.00
\$						.00

MONTHLY LEASE PAYMENTS					
\$		4	2	5	.00
\$					.00
\$					.00

(18) LAST NAME															(19) SOCIAL INSURANCE NUMBER																
(20) FIRST NAME										MIDDLE INITIAL					(21) GENDER					(22) DATE OF BIRTH					YEAR			MONTH		DAY	
															☐ MALE ☐ FEMALE																
(23) MAILING ADDRESS																															
APT./SUITE					STREET NUMBER AND STREET NAME/PO BOX																										
USE THIS LINE FOR ANY PART OF YOUR ADDRESS NOT INDICATED ABOVE																															
(25) PROVINCE/STATE										(26) POSTAL / ZIP CODE										(27) COUNTRY											
(28) AREA CODE					TELEPHONE NUMBER										(28a) E-MAIL ADDRESS																
()					-																										

CANADA REVENUE AGENCY CONSENT - must be signed and dated for this application to be complete

For the purpose of verifying the data provided in this application for student assistance, I hereby consent to the release, by the Canada Revenue Agency, to the Ministry of Advanced Education (or a person delegated by the ministry), of taxpayer information from any portion of my income tax records that pertains to information given by me on any StudentAid BC application. The information will be relevant to, and used solely for the purposes of determining and verifying my information for my spouse's eligibility for and entitlement to the StudentAid BC programs under the *Canada Student Financial Assistance Act*. This authorization is valid for the two taxation years prior to the year of signature of this consent, the year of signature of this consent and for any other subsequent consecutive taxation year for which assistance is requested.

(29) SIGNATURE OF SPOUSE/COMMON-LAW PARTNER (IN INK) MUST BE SIGNED	PRINT NAME PRINT HERE	(30) DATE SIGNED YEAR MONTH DAY
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Collection and use of information. The information included in this form and authorized above is collected and managed in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*, and under the authority of the *Canada Student Financial Assistance Act*, R.S.C. 1994, Chapter C-28 and StudentAid BC. The information provided will be used to determine eligibility for a benefit through StudentAid BC. If you have any questions about the collection and use of this information, contact StudentAid BC, Ministry of Advanced Education, PO Box 9173, Stn Prov Govt, Victoria BC, V8W 9H7, telephone 1-800-561-1818 toll-free in Canada/U.S. or 250-387-6100 from outside North America.

If you have already submitted your StudentAid BC application, and you are completing Appendix 2 to make changes to your original submission, include an Appendix 7 - Request for Reassessment, with your submission.