

# Appeal Request Form

## ASSETS

**USE THIS FORM IF YOUR APPEAL REQUEST IS RELATED TO CLASSES THAT BEGAN PRIOR TO AUGUST 1, 2017**

You will need to refer to the [2016/2017 Policy Manual](#)

### The Appeal Process

You can ask for an appeal of your assessment of financial need if circumstances set you apart from other students.

All appeal requests are reviewed by StudentAid BC staff, who will consider the information you provide and review your supporting documentation.

You must show that your circumstances differ significantly from other students.

### The first steps

1. If you are attending a B.C. private school or a school outside B.C., contact StudentAid BC for help. If you are attending a public university, college or institute in B.C., we encourage you to discuss your situation with a financial aid officer at your school, as they can help with the appeal process.
2. Read the detailed information provided on the appeal forms.
3. Include a letter outlining your request, social insurance number, name and address, and attach all required documentation. Mail, fax, or email this information to StudentAid BC.

### Your appeal request must include the following:

- A clear explanation of what you are appealing.
- What your situation is and why you are requesting an appeal.
- What makes your circumstances exceptional when compared with other students.
- How your circumstances prevent you from successfully completing your studies.
- What other funding options you have explored, such as part-time work, bursaries, scholarships, personal lines of credit.
- Documentation that supports your appeal.

In some cases, the appeal request will be referred to an independent appeal committee. The appeal committee includes members of the public, students, and financial aid officers from colleges, institutes and universities. Appeal committee recommendations are final. The committee will not consider submissions on policies that are not eligible for appeal.

**Note: If your resources – such as student or spousal prestudy income, study period income or assets – have changed, please submit an Appendix 7: Request for Reassessment.**

### StudentAid BC contact information

**Mailing Address:**

PO Box 9173 Stn Prov Govt  
Victoria BC V8W 9H7

**Courier Address:**

c/o StudentAid BC  
1<sup>st</sup> Floor  
835 Humboldt Street  
Victoria BC V8V 4W8

**If you are calling from**

**anywhere in Canada/U.S.**  
toll-free 1-800-561-1818

**If you are calling from  
outside North America**

250 387-6100

**Email Address:**

SABC.AppealsUnit@gov.bc.ca

**Fax number**

250 356-9455

**Toll-free fax number**

1-866-312-3322

# Appeal Request Form

## Deadlines and Policies not eligible for appeal

**Some policies and criteria are not eligible for appeal.**

**These include but are not limited to the following:**

- Grants and/or loan funding for previous program years.
- Deadline for appeal, except where severe medical circumstances prevent submission by the deadline.
- Grant/loan overawards that result from an audit.
- Requests to issue student financial assistance **more than five months after** your study period ends.
- Standard allowances.
- Weekly maximums.
- 10-year maximum (520 weeks).
- B.C. Completion Grant.
- If the student is rehabilitated for student loans after a multiple withdrawal/unsuccessful appeal request and again withdrawals or is unsuccessful.
- Assets including stocks, shares, CSBs, RRSPs, RESPs, mutual funds, etc., unless legal reasons prevented you from selling these assets.
- Policies that are not eligible for appeal are also not eligible for consideration by the independent appeal committee.

## Deadlines

Appeals submitted after the deadline will not be considered unless severe medical circumstances have prevented you from submitting the appeal, and all required documentation, on time.

- The deadline to request an appeal of an overaward, other than an overaward resulting from an audit, is 90 days from the date of the original letter mailed to you, advising you of the overaward amounts.
- The deadline to submit an appeal request for a debt management decision is six months from the date of the original letter notifying you of the outcome of your B.C. debt management assessment.
- The deadline to submit an appeal request for all other situations is six weeks before your study period ends.

StudentAid BC cannot guarantee a final decision before your study period ends if either of the following is true:

- Further documentation is required and not submitted by the appropriate deadline.
- Your request is forwarded to the independent appeals committee less than six weeks before your study period ends.

# Appeal Request Form

## ASSETS

### SECTION 1 – PERSONAL INFORMATION

ALL QUESTIONS MUST BE ANSWERED IN INK.

(01) SOCIAL INSURANCE NUMBER

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MINISTRY DATE STAMP

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(02) Student's LAST NAME

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(03) Student's FIRST NAME

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MIDDLE INITIAL

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(04) APPLICATION NUMBER

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If you have a change of address, please visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca).

### SECTION 2 – DECLARATION

I authorize an appeal of my assessment due to exceptional circumstances. I understand that:

- 1) All terms agreed to on my application will remain in force.
- 2) StudentAid BC may consider information from prior applications in my appeal request.

SIGNATURE OF STUDENT

PRINT NAME

DATE SIGNED

SIGN HERE	PRINT HERE	<table border="1"> <tr> <td style="text-align: center;">YEAR</td> <td style="text-align: center;">MONTH</td> <td style="text-align: center;">DAY</td> </tr> <tr> <td style="text-align: center;"> <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table> </td> <td style="text-align: center;"> <table border="1"><tr><td></td><td></td></tr></table> </td> <td style="text-align: center;"> <table border="1"><tr><td></td><td></td></tr></table> </td> </tr> </table>	YEAR	MONTH	DAY	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>		
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### CHECKLIST

#### BUSINESS

A request to exclude you or your spouse/common-law partner's business asset(s) from your StudentAid BC assessment must include the following documentation:

- A letter from you or your spouse/common-law partner stating why the asset should be excluded, or a copy of your most recent financial statement.
- A letter from a financial institution stating whether or not you or your spouse/common-law partner can use the asset as collateral for a personal loan.

**Note:**  
*Your and your spouse's common-law partner's self-employed business assets may be subject to audit when documentation is submitted to verify that the assets are required to earn pre-study or study period income. Documentation should include a letter from an accountant stating the value of the self-employed business assets and a copy of your spouse/common-law partner's most recent income tax return.*

#### REAL ESTATE/REVENUE PROPERTY/RECREATIONAL PROPERTY

A request to exclude your or your spouse/common-law partner's real estate/revenue property/recreational property from your financial assessment through StudentAid BC must include the following documentation:

- A letter from you outlining why the value of the property should be waived and explaining what other options you have investigated.
- A letter from a financial institution stating whether or not you or your spouse/common-law partner can use the asset as collateral for a personal loan.

## REAL ESTATE/REVENUE PROPERTY/RECREATIONAL PROPERTY

If you have property that has been for sale and you want to have it excluded, all the following documentation is also required:

- A letter from a real estate firm stating the date of the listing, the asking price or reason why the property cannot be sold.
- A copy of the listing agreement.
- A letter from the financial institution that holds the existing mortgage stating the principal balance outstanding.
- A statement indicating the amount and the date of the down payment, and an explanation of why the funds were not directed towards your education.

## OTHER FIXED ASSETS

A request to exclude your or your spouse's/common-law partner's other fixed assets from your financial assessment through StudentAid BC, must include all the following documentation:

- A letter from you or your spouse/common-law partner explaining why the asset should be excluded and what other financial options you have investigated.
- Proof of attempts to sell the asset.
- A letter from a financial institution stating whether or not you or your spouse/common-law partner can use the asset as collateral for a personal loan.

## BONDS, GIC, STOCKS, PENSION PLAN FUNDS, ETC. (liquid assets)

A request to exclude your or your spouse's/common-law partner's liquid assets from your financial assessment through StudentAid BC must include the following documentation:

- A letter from you or your spouse/common-law partner stating why the asset should be excluded, what other financial options you have investigated, and the legal reasons that prevented you from liquidating.
- A letter from your financial institution or brokerage firm stating the original purchase date, the date of maturity, the redemption regulations, whether the asset(s) can be borrowed against, the amount currently invested, the amount owing and the current net worth.
- Documentation that your pension is covered under pension legislation, and that you have been a member of this plan for more than two years.

## RRSPs

If you are asking that the value of your RRSP or your spouse's/common-law partner's RRSP be excluded from financial assessment, you must provide the following documentation:

- A letter from you and/or your spouse/common-law partner explaining why the RRSPs should not be assessed and what other financial options you have investigated.
- A letter from the financial institution holding the RRSP outlining the original purchase date, the date of maturity, the redemption regulations, whether the asset(s) can be borrowed against, the amount currently invested plus the amount owing, and the current net worth.

### Note:

*If you asset cannot be liquidated or used for collateral due to legal reasons (i.e., divorce/separation), please provide legal documentation.*

**Allow 4-6 weeks for processing.**

**PLEASE STAPLE ANY REQUIRED DOCUMENTATION TO THIS FORM**