

**DEADLINE**

Six weeks before your study period end date.

**WHAT IS AN APPEAL?**

An appeal is the process to request a reconsideration of your assessed award. If you have experienced an exceptional circumstance that meets one or more of the criteria listed below, you may submit an appeal request. Once evaluated, the appeal request may result in a change to your StudentAid BC award.

Note: You cannot increase your award through an appeal if you reach the maximum student loan or grant amounts.

**APPEAL CRITERIA**

If you and/or your spouse/common-law partner or your parent(s), step-parent(s), sponsor(s) or legal guardian(s) have had, or anticipate having, a significant decrease in income due to an exceptional circumstance(s) beyond you and/or your family's control, you may request an appeal to have your student financial assistance application reassessed using income for the current [program year](#) that matches the year of your application number.

Exceptional circumstances include:

- Medical illness or injury
- Family emergency (e.g., death or injury)
- Natural disaster
- Layoff, strike, lockout or other reduction in earnings beyond the family's control
- Other exceptional circumstance

**Note:**

- If funding has already been disbursed, changes resulting from a reassessment may result in an [overaward](#).
- If your income and/or your spouse/common-law partner's income or your parent(s)/step-parent(s)/sponsor(s)/legal guardian(s) income has not changed but an expense based on an exceptional circumstance has occurred, please use the [Appeal Request for Exceptional Expenses](#) form.

**Parental Income Appeal**

- If you are appealing the parental expected contribution from income as a result of exceptional circumstances, please complete this form, check off the box 'This is a Parental Income Appeal' at the top, and submit supporting documentation.
- Note: Parents who have valuable assets may be expected to make an additional contribution in excess of that required from income.

**HOW TO DETERMINE INCOME**

StudentAid BC assesses your student financial assistance application based on your reported gross income (before deductions and taxes) for the year prior to the program year of your application. For example, if your application number begins with 2025, your reported income in 2024 is used.

With the income appeal, you are requesting to have your application reassessed (due to a reduction of income) by providing your gross reported or estimated income that matches your application number. For example, if your application number begins with 2025, your income in 2025 is used.

Note: The income year you are requesting to be assessed for this appeal must match the year in your application number. Income from any other year will not be considered.

**Reported or Estimated Income**

If you have filed your most recent Canada Revenue Agency (CRA) Income Tax Return for the year that matches your application number:

- This is considered reported income. You must submit this tax return and all reported income information with your appeal as supporting documentation.

If you have NOT filed your Canada Revenue Agency (CRA) Income Tax Return for the year that matches your application number:

- You will need to provide your estimated gross income. To estimate your income, add your income from the beginning of the year up to the date you are submitting your appeal AND your estimated income for the remainder of the year. You must submit any relevant supporting documentation to show the decrease in income.

**Additional Information on Reported or Estimated Income**

Income includes money received from employment, pension, investment income, rental, RRSP, foster parent, net professional income, workers' compensation, employment insurance and disability assistance from all sources inside and outside of Canada (convert foreign currency into Canadian dollars).

**Note:** For spouse/common-law partner or parent(s)/step-parent(s)/sponsor(s)/legal guardian(s) income, follow the same process as outlined above for reported or estimated income.

**APPEAL INSTRUCTIONS**

1. Talk to a Financial Aid Officer at your school, they can help you with the appeal process. If you are unable to contact a Financial Aid Officer, contact [StudentAid BC](#).
2. Review the Appeal Criteria.
3. Upload your completed Appeal Request Form to your StudentAid BC [Dashboard](#).

Refer to the StudentAid BC [Policy Manual](#) for more information on appeals.

**Appeal Request Form starts on page 3.**

## SECTION 1 – STUDENT INFORMATION (\*required)

STUDENT'S SOCIAL INSURANCE NUMBER\*

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STUDENT'S APPLICATION NUMBER\*

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STUDENT'S LAST NAME\*

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STUDENT'S FIRST NAME\*

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MIDDLE INITIAL

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## SECTION 2 – REQUIRED DOCUMENTATION)

You and/or your spouse/common-law partner or your parent(s), step-parent(s), sponsor(s) or legal guardian(s) must upload all of the following documentation to your [StudentAid BC Dashboard](#) to support your appeal request:

A letter explaining the circumstances that meet one or more of the Appeal Criteria (see page 1) and, if applicable, a detailed breakdown of how you calculated the estimated gross income for the remainder of the year.

All relevant supporting documentation of the circumstance(s), such as:

- Medical records
- Letter from physician
- Record of employment
- Layoff or strike/lockout notice
- Invoices from damages and/or insurance claims

If applicable, your most recent CRA Income Tax Return and reported income information for the year matching the application number (with relevant supporting documentation to show the decrease in income).

If applicable, all relevant supporting documentation of estimated gross income for the year matching the application number, such as:

- Pay stubs
- Invoices
- Bank statements
- Employment Insurance Benefit statements
- Record of Employment

## SECTION 3 – STUDENT INCOME INFORMATION (if applicable)

Only complete this section if you are an [Independent Student](#). If you are a [Dependent Student](#), your gross income is not appealable as it is not used in the calculation to determine eligibility for funding.

If you are providing your most recent CRA Income Tax Return, enter the amount shown within line 15000. Otherwise, enter your gross income or estimated gross income. See How to Determine Income (page 1).

Gross Income: \$ 

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## SECTION 4 – SPOUSE/COMMON-LAW PARTNER INFORMATION (if applicable)

SPOUSE/COMMON-LAW PARTNER SOCIAL INSURANCE NUMBER

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SPOUSE/COMMON-LAW PARTNER LAST NAME

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SPOUSE/COMMON-LAW PARTNER FIRST NAME

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MIDDLE INITIAL

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If you are providing the most recent CRA Income Tax Return, enter the amount shown within line 15000. Otherwise, enter the gross income or estimated gross income. See How to Determine Income (page 1).

Gross Income: \$ 

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**SECTION 5 – PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN INFORMATION (if applicable)**

PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #1 SOCIAL INSURANCE NUMBER

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PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #1 LAST NAME

[illegible]

PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #1 FIRST NAME

[illegible]

MIDDLE INITIAL

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If you are providing the most recent CRA Income Tax Return, enter the amount shown within line 15000. Otherwise, enter the gross income or estimated gross income. See How to Determine Income (page 1).

**Gross Income: \$**

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PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #2 SOCIAL INSURANCE NUMBER

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PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #2 LAST NAME

[illegible]

PARENT/STEP-PARENT/SPONSOR/LEGAL GUARDIAN #2 FIRST NAME

[illegible]

MIDDLE INITIAL

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If you are providing the most recent CRA Income Tax Return, enter the amount shown within line 15000. Otherwise, enter the gross income or estimated gross income. See How to Determine Income (page 1).

**Gross Income: \$**

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**SECTION 6 – EXCEPTIONAL CIRCUMSTANCE(S) (\*required)**

Select the exceptional circumstance(s) that applies to your appeal\*:

MEDICAL ILLNESS or INJURY

FAMILY EMERGENCY (e.g., death or injury)

NATURAL DISASTER

LAYOFF, STRIKE, LOCKOUT OR OTHER REDUCTION IN EARNINGS BEYOND THE FAMILY'S CONTROL

OTHER EXCEPTIONAL CIRCUMSTANCE(S)

Provide brief details:

## SECTION 7 – DECLARATION (\*required)

To be completed by the *student* and, if applicable, spouse/common-law partner or parent(s), step-parent(s), sponsor(s) or legal guardian(s)

By submitting this request for an appeal, I understand that:

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

I certify that information provided with this request is accurate and correct.

Confirmation by Student (required)\*

X	CHECK MARK	PRINT STUDENT'S FIRST AND LAST NAME	MM/DD/YYYY
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Signature of Spouse/Common-Law Partner (if applicable)

X	SIGNATURE OF SPOUSE/COMMON-LAW PARTNER	PRINT NAME	MM/DD/YYYY
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Signature of Parent, Step-Parent, Sponsor or Legal Guardian #1 (if applicable)

X	SIGNATURE OF PARENT, STEP-PARENT, SPONSOR, OR LEGAL GUARDIAN	PRINT NAME	MM/DD/YYYY
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Signature of Parent, Step-Parent, Sponsor or Legal Guardian #2 (if applicable)

X	SIGNATURE OF PARENT, STEP-PARENT, SPONSOR, OR LEGAL GUARDIAN	PRINT NAME	MM/DD/YYYY
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**Collection and use of information:** The information included in this form and authorized above is collected under Sections 26(c) and 26(e) 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 and for statistical and evaluation purposes. If you have any questions about the collection and use of this information, contact the Director, StudentAid BC, Ministry of Post-Secondary Education and Future Skills, PO Box 9173, Stn Prov Govt, Victoria B.C., V8W 9H7, telephone 1-800-561-1818 (toll-free in Canada/U.S.) or +1-778-309-4621 from outside North America.

**Upload completed form to your  
StudentAid BC Dashboard at [studentaidbc.ca/dashboard](https://studentaidbc.ca/dashboard).**

**ALL INFORMATION IS SUBJECT TO VERIFICATION**