

# Appeal Request Form

## OTHER

Categories include:

- British Columbia Residency
- Canada Part-Time Loan Funding
- Exceptional Expenses
- Funding After End Date
- Interest Free Appeals
- Permanent Disability Consideration
- Rehabilitation of BC Student Loan After Default - extenuating circumstances
- Request to Repeat Course
- Scholarship, Bursaries and Grants
- Single Parent Status

Refer to the 2018/2019 StudentAid BC Policy Manual, located here: [https://studentaidbc.ca/sites/all/files/school-officials/policy\\_manual.pdf](https://studentaidbc.ca/sites/all/files/school-officials/policy_manual.pdf) for more information on appeal categories.

**DEADLINE: SIX WEEKS BEFORE STUDY PERIOD ENDS**

For detailed instructions and potential outcomes from the appeal visit the [StudentAid BC website](#)

Submit complete form to your [online SABC dashboard](#).



HEAT \$       .00

TOTAL VEHICLE UPKEEP \$       .00

**SECTION 4 – TOTAL EXPENSES**

TOTAL MONTHLY EXPENSES \$       .00

TOTAL MONTHLY NET INCOME \$       .00

**ALL INFORMATION IS SUBJECT TO AUDIT AND COULD RESULT IN AN OVERAWARD IF INFORMATION IS MISREPORTED**

**SECTION 5 - DECLARATION**

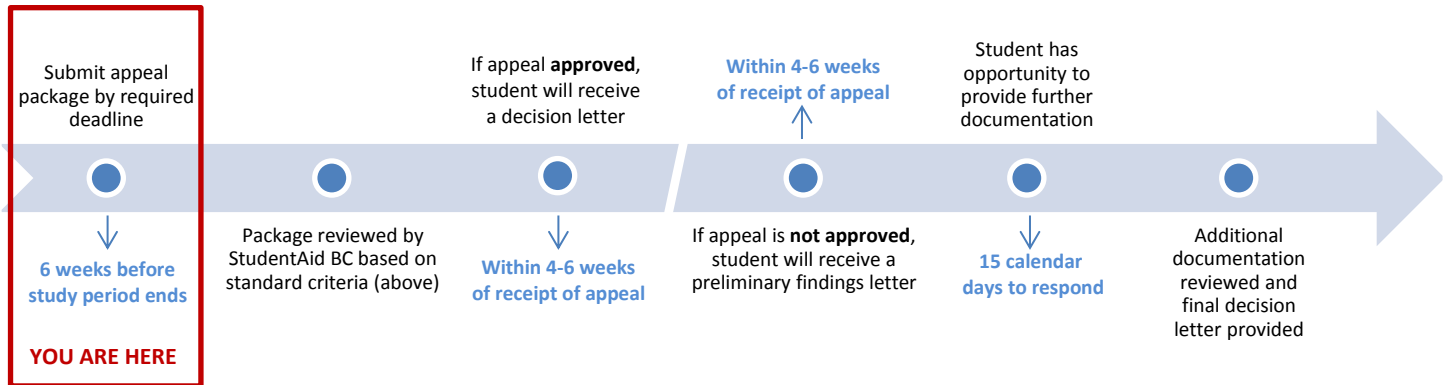
By submitting this request for an appeal, I understand that:

- 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.

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

<b>X</b>	SIGNATURE OF STUDENT (IN INK)	PRINT NAME	DATE SIGNED
	SIGN HERE	PRINT HERE	YYYY / MM / DD

**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* R.S.B.C. 1996, c. 165, 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 research, statistical and evaluation purposes. If you have any questions about the collection and use of this information, contact the Executive Director, StudentAid BC, Ministry of Advanced Education, Skills & Training, PO Box 9173, Stn Prov Govt, Victoria B.C., V8W 9H7, telephone 1-800-561-1818 (toll-free in Canada/U.S.) or (250)-387-6100 from outside North America.



## CRITERIA AND REQUIRED DOCUMENTATION

### BRITISH COLUMBIA RESIDENCY

#### DEPENDENT STUDENT APPEAL CRITERIA

A Dependent Student may be considered for B.C. residency on appeal if any of the following apply:

- the student's parent(s) reside in or maintain a family home in B.C., even if one parent works in another province;
- the student's parent(s) live in B.C., but their sponsor lives in another province;
- the student's parent(s) are separated or divorced and the parent with whom the student normally resides or from whom the principal financial support is received is a resident of B.C.;
- the student's parent(s) have been stationed abroad for a definite period of time (e.g. military service), and lived in B.C. for at least 12 months before leaving the country;
- the student's parent(s) are not living in Canada and the student is studying in B.C.;
- landed immigrants who have been resident in British Columbia for the 12 months prior to the commencement of study; or
- both student and parents originally resided in B.C., but though parent(s) have resided in another province for 12 consecutive months, student remained in B.C. to begin or continue post-secondary education.

#### INDEPENDENT STUDENT APPEAL CRITERIA

An Independent Student may also be considered for B.C. residency on appeal if any of the following apply:

- the student is married and both the student and his or her spouse originally received student financial assistance from a province other than B.C. but are now both studying in B.C. and B.C. is the province of residency for one of them;
- a married student from another province is attending a B.C. post-secondary institution and the student's spouse is employed in B.C. The working spouse must provide documentation of employment (pay stubs, letter from employer, etc.) in B.C. for 12 consecutive months prior to the first day of classes in the study period;
- a student who is considered to be a resident of another province but has completed four years of full-time study in B.C. prior to the start date of classes for which student financial assistance is being requested. Normally, the Province of British Columbia will accept these students as residents; or
- where married students are attending school in a third province (in which neither is a resident), each student will then be considered a resident of their original province, unless mutual agreement among provinces is reached.

#### REQUIRED DOCUMENTATION

You must provide the following:

- a letter explaining why you should be considered a resident for StudentAid BC purposes;
- your residence history (provinces/countries) for the past 10 years;
- your activities (work, study, etc.) during the past 10 years;
- why you cannot apply, or have not applied, to your previous province of residency;
- a denial letter from your previous province of residency;
- letter from a doctor, if applicable;
- a copy of your lease, rental, or tenancy agreement;
- copies of your paid utility receipts; and
- unofficial copy of transcripts.

### Canada Part-Time Loan Funding

#### APPEAL CRITERIA

Applicants who did not get their part-time loan funding application in on time, or if their total family income falls above the middle income threshold set out by the federal government, may appeal if they have exceptional circumstances, such as:

- medical illness or injury;
- layoff, strike, lockout, or other reduction in earnings beyond their control;
- family emergency (e.g. death, injury, etc.) or natural disaster; and/or
- other extraordinary circumstances.

#### REQUIRED DOCUMENTATION

You must provide the following:

- a letter describing the nature of the circumstances that meet one of the above criteria; and
- all relevant supporting documentation.

## **Exceptional Expenses**

### **APPEAL CRITERIA**

Applicants who are not approved for StudentAid BC funding may ask for an appeal if they had exceptional expenses that created financial hardship that affected the applicant's ability to start or continue studies, such as:

- medical illness or injury;
- family emergency (e.g. death, injury, etc.) or natural disaster;
- unforeseen legal expenses; or
- court-ordered payments.

### **REQUIRED DOCUMENTATION**

You must provide the following:

- a letter outlining the nature of your exceptional expenses, when they occurred, the amount of payment, and an explanation of why these expenses were necessary during your educational term;
- A list of exceptional study period expenses, such as your unforeseen emergency medical/dental/optical costs that have affected your financial situation and may prevent you from completing your education;
- a copy of your medical/dental insurance plan. Most post-secondary institutions require students to have medical/dental coverage. You must submit documentation from your insurance company verifying that this expense is not covered, and that your payment or a portion of your payment will not be reimbursed under your health plan. (Maximum reimbursement allowances will be based on insurance company premiums. For example, if requesting reimbursement for the cost of new glasses, provide documentation that your prescription has changed and a breakdown of the cost of your glasses (e.g., \$50 for lenses, \$100 for frames, \$150 TOTAL); and
- acceptable documentation includes: payment receipts, a copy of your bank statement, cancelled cheques, etc.

## **Funding After End Date**

### **APPEAL CRITERIA**

Applicants who were unable to meet the required submissions deadline in order to receive their funding prior to their study period end date may ask for an appeal if one of the following exceptional circumstances applies:

- medical illness or injury;
- layoff, strike, lockout, or other reduction in earnings beyond their control;
- family emergency (e.g. death, injury, etc.) or natural disaster; and/or
- other extraordinary circumstances.

### **REQUIRED DOCUMENTATION**

You must provide the following:

- a letter describing the nature of the circumstances that meet one of the above criteria; and
- all relevant supporting documentation.

## **Interest Free Status**

### **APPEAL CRITERIA**

Applicants who were not considered to be in full-time studies and were therefore found ineligible for interest free status, may ask for an appeal if they can provide documentation to prove their full-time status.

### **REQUIRED DOCUMENTATION**

You must provide the following:

- a letter describing the nature of the circumstances that meet the above criteria; and
- all relevant supporting documentation such as:
  - transcripts demonstrating your course load, and
  - a letter from the financial aid office stating that you meet the institution's definition of full-time status for the purpose of qualifying for interest free status.

## Permanent Disability Consideration

### APPEAL CRITERIA

Circumstances and expenses for which you can request an appeal in this category include the following:

- if your permanent disability prevents you from working;
- if you have high living costs or exceptional expenses related to your permanent disability, you can ask to have these costs considered when calculating your financial need;
- if you are a **dependent** student or if you must live with your **parents** due to your permanent disability, you can ask to have the expected parental contribution reduced or waived in your StudentAid BC financial need assessment; and/or
- if you have bought disability-related goods or services not covered by any other funding source, you may be eligible to have these items reviewed as exceptional expenses. Items that are not considered in the standard needs assessment include, but are not limited to:
  - disability-related medicine
  - specialized footwear and eyewear
  - special dietetic requirements
  - specialized apparel
  - attendant care and/or specialized transportation.

### REQUIRED DOCUMENTATION

You must provide the following:

- a letter describing the nature of the circumstances that meet one of the above criteria; and
- all relevant supporting documentation.

## Rehabilitation of BC Student Loan After Default – extenuating circumstances

### APPEAL CRITERIA

If your request for Rehabilitation of your BC Student Loan has been denied **and** you meet one of the exceptional circumstances listed below, you may appeal this decision.

Students can appeal to rehabilitate a B.C. student loan if the student:

- has made reasonable efforts to rehabilitate their loan; AND
- has experienced exceptional circumstances which reasonably impacted the student's ability to make the equivalent of 6 monthly payments, such as:
  - medical illness or injury;
  - special needs child,
  - layoff, strike, lockout, or other reduction in earnings beyond their control;
  - family emergency ( e.g. death, injury, etc.) or natural disaster; and/or
  - divorce.

### REQUIRED DOCUMENTATION

You must provide the following:

- Rehabilitation form for defaulted BC student loans - found in the form library of the StudentAid BC website at: <https://studentaidbc.ca/form-library>
- a detailed letter outlining the issues impacting your ability to make the equivalent of 6 monthly payments, as required for rehabilitation for B.C. student loans after default; and
- all relevant supporting documentation. This documentation may include letters from doctors, counsellors, financial consultants, etc.

## Request to Repeat Course

### APPEAL CRITERIA

Students may appeal this policy where a student has passed a course but did not obtain the grade required to proceed to the next level in their program of study

#### **REQUIRED DOCUMENTATION**

You must provide the following:

- a detailed letter explaining why repeated course should be eligible for funding;
- a letter from institution verifying need to repeat the course in order to progress in program; and
- unofficial copy of transcripts.

### **Scholarship, Bursary and Grant Programs**

#### **APPEAL CRITERIA**

Applicants who believe that there was an error in the evaluation of their scholarship, bursary, or grant as defined in Chapter 5 (Non-repayable Financial Assistance) of the [Policy Manual](#), or who are in full-time study and have a permanently disabled child age 12 and over, may ask for an appeal.

#### **REQUIRED DOCUMENTATION**

You must provide the following:

- a detailed letter outlining the issue you are appealing and an explanation of your exceptional circumstances; and
- all relevant supporting documentation.

NOTE: Full-time applicants who have a dependent with a permanent disability who is age 12 or older who are submitting an appeal to be assessed for eligibility for the Canada Student Grant for Full-Time Students with Dependents (CSG-FTDEP) must provide proof of the dependant's age and proof of the dependant's permanent disability in the form of a medical certificate or documentation proving receipt of federal or provincial disability assistance.

### **Single Parent Status**

#### **APPEAL CRITERIA**

Application may appeal for single parent status, if they have legal and/or physical custody and responsibility for supporting their own children, for an average of eight days per month.

#### **REQUIRED DOCUMENTATION**

You must provide the following:

- a detailed letter outlining the issue you are appealing and an explanation of your exceptional circumstances; and
- all relevant supporting documentation.