

Appeal Request Form

OTHER

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

Email Address:

SABC.AppealsUnit@gov.bc.ca

Courier Address:

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

If you are calling from

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

Fax number

250 356-9455

If you are calling from

outside North America
250 387-6100

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.

SECTION 3 – MONTHLY EXPENSES (continued)

TRANSPORTATION \$ _____ .00

*REPAIR COSTS \$ _____ .00

COMPUTER EXPENSES \$ _____ .00

**OTHER \$ _____ .00

*MAJOR PURCHASES \$ _____ .00

*Copies of paid receipts must be provided.

**Itemize other expenses and costs.

UTILITIES

HYDRO \$ _____ .00

PHONE \$ _____ .00

CABLE \$ _____ .00

WATER \$ _____ .00

HEAT \$ _____ .00

VEHICLE

PAYMENT 1 \$ _____ .00

PAYMENT 2 \$ _____ .00

INSURANCE \$ _____ .00

GAS \$ _____ .00

MAINTENANCE \$ _____ .00

*Itemize other expenses and costs:

SECTION 4 – TOTAL EXPENSES

TOTAL MONTHLY EXPENSES \$ _____ .00

ALL INFORMATION IS SUBJECT TO AUDIT

TOTAL MONTHLY NET INCOME \$ _____ .00

SECTION 5 - 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.

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

SIGNATURE OF STUDENT (IN INK)

PRINT NAME

DATE SIGNED

SIGN HERE	PRINT HERE	YEAR	MONTH	DAY
		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

CHECKLIST - Other

Include the following documentation:

- ☐ A detailed letter outlining the issue you are appealing and an explanation of how your financial circumstances were affected.
- ☐ All relevant supporting documentation.

CHECKLIST - Repeat a Course

Students repeating courses solely to improve their grades are not eligible for financial assistance, whether the student paid for tuition costs on their own or was in receipt of student assistance. Consideration may be given on an appeal basis, where a student has passed a course but did not obtain the grade required to proceed to the next level of the program.

Include the following:

- ☐ A letter explaining why your repeated course should be eligible for funding.
- ☐ A letter from your school verifying your need to repeat this course in order to progress in your program.
- ☐ A copy of your educational transcripts.

Requests to repeat a course for the third time will not be considered.

CHECKLIST - Request for Rehabilitation of B.C. Student Loans After Default

Include the following:

- ☐ A detailed letter outlining the issues impacting your ability to make the six consecutive monthly payments, as required for rehabilitation for B.C. student loans after default.
- ☐ All relevant supporting documentation. This documentation may include letters from doctors, counsellors, financial consultants, etc.

CHECKLIST - Recall of Direct Lend B.C. Student Loan from Revenue Services of B.C.

Include the following:

- ☐ A detailed letter outlining your extenuating circumstances and an explanation as to why your direct lend British Columbia Student Loan should be recalled.
- ☐ All relevant supporting documentation to verify your extenuating circumstances, such as medical documentation.

CHECKLIST - Scholarships, Bursary, Grant Programs and Part-time Canada Student Loans

Include the following:

- ☐ A detailed letter outlining the issue you are appealing and an explanation as to why policy should be set aside in your case due to your exceptional circumstances.
- ☐ All relevant supporting documentation.

CHECKLIST - Residency

Include the following documentation:

- ☐ An explanation of 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.
- ☐ Documentation from a doctor, if applicable.
- ☐ A copy of your lease, rental, or tenancy agreement.
- ☐ Copies of your paid utility receipts.
- ☐ Copies of your previous post-secondary transcripts.

CHECKLIST - Exceptional Expenses

Include the following documentation:

- ☐ Your exceptional pre-study and 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).
- ☐ 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.
- ☐ Acceptable documentation includes: payment receipts, a copy of your bank statement, cancelled cheques, etc.

Note:

The StudentAid BC audit and verification unit may audit your medical/dental/optical claims; therefore, a copy of your insurance plan coverage must be provided. To avoid being placed in an overaward, clearly indicate if your insurance plan will be reimbursing you for all or a portion of the costs. Standard monthly expenses and credit/loan payments are not considered to be exceptional expenses through StudentAid BC.

Allow 4-6 weeks for processing.

PLEASE STAPLE ANY REQUIRED DOCUMENTATION TO THIS FORM.