

# Appeal Request Form

## BRITISH COLUMBIA STUDENT LOAN REPAYMENT ASSISTANCE PROGRAMS

**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.



**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	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">YEAR</td> <td style="text-align: center; font-size: small;">MONTH</td> <td style="text-align: center; font-size: small;">DAY</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> </tr> </table>	YEAR	MONTH	DAY	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			
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**CHECKLIST**

Include the following documentation:

- 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 extenuating circumstances.
- All relevant supporting documentation.

**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 repayments are not considered to be exceptional expenses through StudentAid BC.*

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

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