

**DEADLINE**

Six weeks before your study period ends.

**WHAT IS AN APPEAL?**

An appeal is the process by which you have the opportunity to request a reconsideration of your assessed award. If you have had an exceptional circumstance that meets one or more of the criteria listed below and you have not received the maximum amount of funding for the application study period, you may submit an appeal request. Once evaluated, the appeal request may result in a change to your StudentAid BC award.

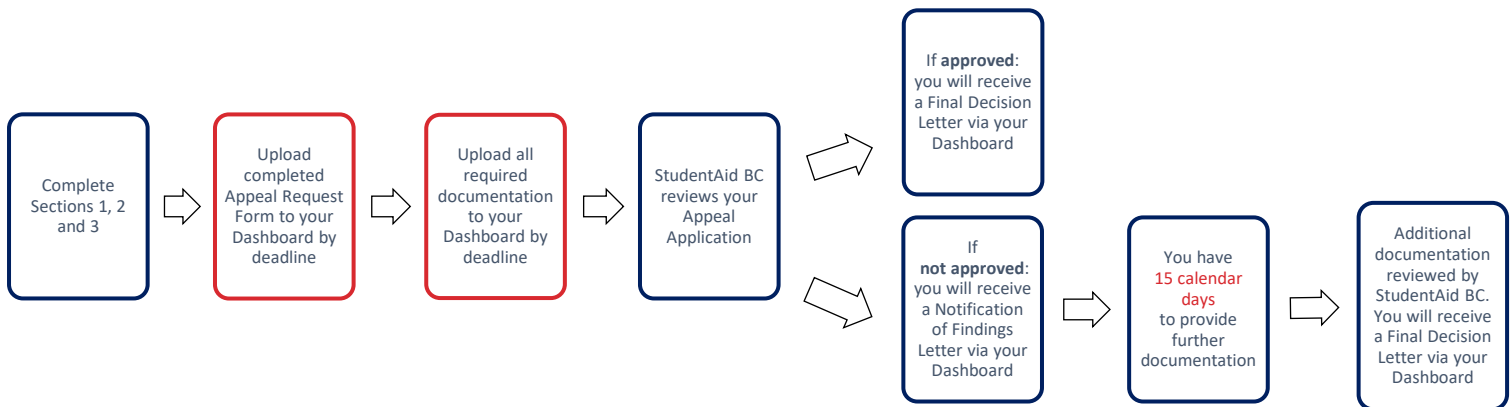
**APPEAL CRITERIA**

You can submit an appeal request to repeat your course when you have passed a course but did not obtain the grade required to proceed to the next level in your program of post-secondary study.

**Note:** You are not eligible for student financial assistance if you are repeating courses solely to improve your grades.

**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. Complete Sections 1, 2 and 3.
4. Upload your completed Appeal Request Form and all required documentation to your StudentAid BC [Dashboard](#).



**Appeal Request Form starts on page 2.**

**SECTION 1 – STUDENT INFORMATION**

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 must submit all of the following documentation to your StudentAid BC [Dashboard](#) to support your appeal request:

- A letter** explaining why the repeated course should be eligible for funding.
- A letter or documentation from your institution** verifying your need to repeat the course to progress in your program.
- Unofficial copy of all post-secondary transcripts.**

**YOUR ASSESSMENT WILL BE DELAYED OR DENIED IF YOU DO NOT SUBMIT ALL REQUIRED DOCUMENTATION.**

**SECTION 3 – STUDENT DECLARATION**

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.

<b>X</b>	CHECK MARK	PRINT STUDENT'S FIRST AND LAST 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 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.

**Upload completed Appeal Request Form and all required documentation to your StudentAid BC Dashboard at [studentaidbc.ca/dashboard](http://studentaidbc.ca/dashboard).**