

# Appeal Request Form Instructions

## SCHOLASTIC STANDING FOR PART-TIME STUDENTS WITHDRAWAL FROM STUDY OR UNSUCCESSFUL STUDIES

The requirement to maintain eligibility during your study period is found in Chapter 12 (Financial Assistance for Part-Time Students) and the requirement to notify any changes in your circumstances is found in Chapter 10 (Changes to Student Circumstances) of the 2017/18 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).

### APPEAL CRITERIA

A part-time student who withdraws or has failed to successfully complete their studies, while receiving StudentAid BC funding, will have a restriction placed on their file and they will not be eligible for further funding until they have successfully completed one semester at a designated post-secondary institution funded through their own resources.

Students may either complete one semester of self-funded post-secondary studies or, if they wish to appeal this policy, must demonstrate that:

- they experienced exceptional circumstances that caused them to withdraw or unsuccessfully complete their studies, such as:
  - a medical illness or injury;
  - family emergency (e.g. death, injury, etc.) or natural disaster; or
  - other extraordinary circumstances; and
- that they are able to successfully continue on with their program.

### REQUIRED DOCUMENTATION

You must provide the following to support your appeal request:

- a letter describing the nature of the circumstances that meet one of the above criteria, with supporting documentation;
- a letter from institution confirming ability to complete program; and
- all relevant supporting documentation including documentation from a qualified practitioner stating that you are able to complete your part-time studies, if appeal circumstance is due to a medical reason.

StudentAid BC cannot guarantee a final decision before your study period ends if all required documentation is not submitted by the appropriate deadline

**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 [SABC.AppealsUnit@gov.bc.ca](mailto:SABC.AppealsUnit@gov.bc.ca)

