

Appeal Request Form Instructions

SCHOLASTIC STANDING FOR FULL-TIME STUDENTS

MULTIPLE WITHDRAWALS FROM STUDY, UNSUCCESSFUL STUDIES, OR OVERAWARD

The requirement to maintain eligibility during your study period is found in Chapter 9 (Maintaining Eligibility) 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.

APPEAL CRITERIA

Scholastic standing can be appealed when a student is otherwise on track to successfully complete their program and one of the following criteria has impacted their ability to study:

- medical illness or injury;
- family emergency (e.g. death, injury, etc.) or natural disaster; or
- other extraordinary circumstances.

REQUIRED DOCUMENTATION

You must provide the following to support your appeal request:

- a letter from you explaining:
 - why you withdrew on each of the two separate occasions, were unable to successfully complete 68 weeks of study, or any combination of the two;
 - which appeal criteria, noted above, should be considered to set aside the standard requirement that you must complete two semesters or one academic year without funding; and/or
 - which appeal criteria, noted above, should be considered to set aside the overaward (loans only).
- unofficial copy of transcripts showing successful completion of at least 60% of a full-time course load (40% for student with permanent disabilities as approved by StudentAid BC) of post-secondary study for two semesters or one academic year without StudentAid BC assistance, after your last withdrawal or unsuccessful completion that caused your denial of funding;
- letter from institution confirming ability to complete program; and
- if appeal circumstance is due to medical reason - documentation from a qualified medical practitioner stating the date you were advised to withdraw and that you are now in good health and able to maintain at least 60% of a full-time course load (40% for student with permanent disabilities as approved by StudentAid BC).

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

INSTRUCTIONS TO STUDENT FOR SECTION 3 (MEDICAL WITHDRAWAL), IF REQUIRED

1. If you are asking that your StudentAid BC overawards be set aside due to a medical withdrawal, Section 3 of this form is to be completed by your doctor/counsellor.
2. Complete Sections 1 and 2 and forward this form to your doctor/counsellor to complete Section 3. Your doctor/counsellor will return the form to you.
3. Any fees charged by your doctor/counsellor to complete this form are your responsibility and will not be reimbursed by StudentAid BC.

DEADLINES

**MULTIPLE WITHDRAWAL/UNSUCCESSFUL STUDIES - SIX WEEKS BEFORE STUDY PERIOD ENDS
OVERAWARD - 90 DAYS FROM THE DATE OF THE LETTER ADVISING OF OVERAWARD**

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

Submit complete form to SABC.AppealsUnit@gov.bc.ca

