BRITISH COLUMBIA | StudentAidBC

Appeal Request Form

ADDITIONAL TRANSPORTATION ALLOWANCE

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

BRITISH COLUMBIA | StudentAidBC

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.

BRITISH COLUMBIA | StudentAidBC

Appeal Request Form

ADDITIONAL TRANSPORTATION ALLOWANCE

If you have extenuating circumstances that require you to use a motor vehicle instead of local public transit for transportation to and from school, or if there is no local public transit in your neighbourhood, you may be eligible for the additional transportation allowance. You must own and/or operate the motor vehicle. The motor vehicle must be insured for the correct usage and for the duration of your study period or your request will not be considered.

You are expected to travel to and from school by the most economical means possible. Therefore, you are automatically assessed a cost equivalent to the fee for a monthly buss pass as part of the standard needs assessment process.

If you are in a program with a mandatory practicum or clinical placement and may need a motor vehicle to travel from your home to the practicum/clinical location, you will automatically be assessed an additional cost as part of the standard needs assessment in recognition of this expense. This cost information is provided by financial aid staff at your school and does not require an appeal.

Note:
If you could move closer to your school for similar or less costs, you will not be considered for this additional transportation allowance unless exceptional circumstances exist that would warrant setting aside StudentAid BC policy. It is therefore important that you provide detailed information and documentation of your circumstances to support your request for an exception to policy.

SECTION 1 – PERSONAL INFORMATION

ALL QUESTIONS MUST BE ANSWERED IN INK.

(01) SOCIAL INSURANCE NUMBER

(02) Student's **LAST** NAME

(03) Student's **FIRST** NAME

MIDDLE INITIAL

(04) APPLICATION NUMBER

MINISTRY DATE STAMP

If you have a change of address, please visit www.StudentAidBC.ca.

….continued on next page

SECTION 2 – TRAVEL INFORMATION

(01) Could you move closer to your school for the same or less living costs? **[ ] YES [ ] NO**

If YES: You do not qualify for this allowance. Do not complete this form.

If NO: a) Explain why you cannot move closer to your school:_____

_____

_____

b) Provide cost information for your housing and for the motor vehicle costs you pay:

RENT	$_____ per month	CAR LOAN $_____ per month		CAR INSURANCE	$_____ per month
HYDRO	$_____ per month	GASOLINE $_____ per month		CAR MAINTENANCE	$_____ per month

(02) Is public transit to your school available in your neighbourhood?..... **[ ] YES [ ] NO**

(03) If YES to Question 02, does public transit take more than two hours return from your neighbourhood to the school and back by the quickest and most direct route?... **[ ] YES [ ] NO**

(04) During your study period, what is the average number of kilometers you will travel each week from your place of residence to your school and back home again? ..... _____**kilometers.**

(05) If you must also travel by car to take your child(ren) to and from day care, please provide details of the number of trips each week and distance travelled:

_____

_____

(06) Are you the owner/lessee of the motor vehicle? Your insurance must support your usage of the vehicle. **(A copy of your insurance must be included.)**..... **[ ] YES [ ] NO**

(07) Your driver's licence number

(08) Province

(09) Are you the primary operator, but **not** the registered owner of the vehicle?
(A copy of your insurance must be included.).....**[ ] YES [ ] NO**

(10) If you are requesting the use of a vehicle only when you are in a practicum placement during your academic term, **please state the number of weeks in your practicum**..... _____**weeks.**

(11) Are you the only person using this vehicle to travel to and from a post-secondary school? .....**[ ] YES [ ] NO**

SECTION 3 – 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 meets those terms.

I certify that:

1) I own and/or operate a motor vehicle to travel from my residence to school for study purposes.
2) I am responsible for the costs related to the operation of the motor vehicle.
3) Public transportation takes more than two hours return from my home to school and I cannot move closer to my school for similar or less cost.
4) All information provided in this form is accurate and correct.

SIGNATURE OF STUDENT	PRINT NAME	DATE SIGNED
SIGN HERE	PRINT HERE	YEAR MONTH DAY

Note:

- A copy of your insurance papers must be included.

Allow 4-6 weeks for processing.

ALL INFORMATION IS SUBJECT TO AUDIT AND VERIFICATION.