



Appeal Request Form Instructions

ADDITIONAL TRANSPORTATION ALLOWANCE

The maximum funding amount for additional transportation can be found in Table 16 of Chapter 14 (Tables) in the 2018/2019 StudentAid BC Policy Manual, located here: https://studentaidbc.ca/sites/all/files/school-officials/policy_manual.pdf.

APPEAL CRITERIA

Additional transportation allowance can be appealed if one of the following criteria is met:

- there is no/limited local public transit where the student lives;
- required due to special circumstances (e.g. work schedule, family transportation responsibilities, or a requirement to live a significant distance from the post-secondary institution); and/or
- additional transportation for a clinical or practicum placement is required.

REQUIRED DOCUMENTATION

You must provide the following:

- a letter describing the nature of the circumstances that meet one of the above criteria, with supporting documentation (e.g. work schedule, clinical or practicum information, etc.); and
- a copy of vehicle insurance.

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 completed form to your StudentAid BC online dashboard

(05) 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

(06) Your driver's licence number

(07) Province

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

(09) 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.

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

SECTION 3 – DECLARATION

By submitting this request for an appeal, 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:

- 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) All information provided in this request is accurate and correct.

X	SIGNATURE OF STUDENT (IN INK) SIGN HERE	PRINT NAME PRINT HERE	DATE SIGNED YYYY / MM / DD
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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.

