

**DEADLINE**

Six weeks before your study period end date.

**WHAT IS AN APPEAL?**

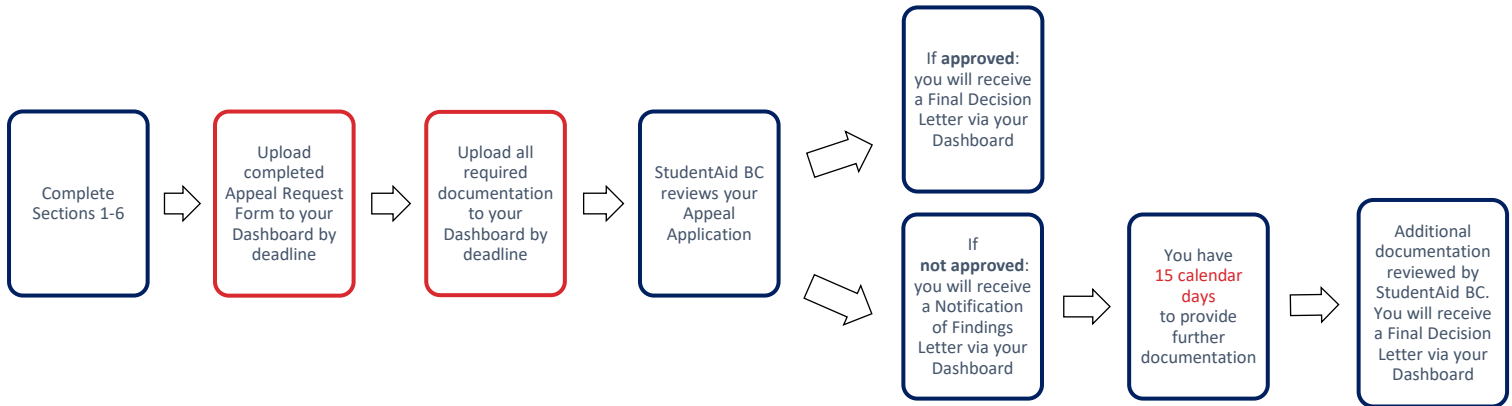
An appeal is the process to request a reconsideration of your assessed award. If you have experienced an exceptional circumstance that meets one or more of the criteria listed below, you may submit an appeal request. Once evaluated, the appeal request may result in a change to your StudentAid BC award.

**APPEAL CRITERIA**

You can appeal to waive your step-parent’s fixed contribution if your parent has had a recent (within the past 5 years) marriage or common-law relationship with a step-parent, where the step-parent has not assumed financial responsibility for you and does not claim you as a dependent on their taxes.

**APPEAL INSTRUCTIONS**

1. Review the Appeal Criteria.
2. Complete Sections 1-3.
3. Upload your completed Appeal Request Form and all required documentation to your StudentAid BC [Dashboard](#).



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

Refer to the StudentAid BC [Policy Manual](#) for more information on appeals.

### SECTION 1 – STUDENT INFORMATION

STUDENT'S SOCIAL INSURANCE NUMBER

STUDENT'S APPLICATION NUMBER

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MIDDLE INITIAL

### SECTION 2 – REQUIRED DOCUMENTATION

You and your parent, step-parent, sponsor or legal guardian must submit all of the following documentation to your StudentAid BC [Dashboard](#) to support your appeal request:

- A letter.** The letter must:
  - Explain the circumstance(s) that meets the Appeal Criteria (see page 1).
- Marriage certificate** or CRA documentation showing start date of the common-law relationship.
- All relevant supporting documentation** to support circumstances outlined in letter.
  - Separation agreement, divorce agreement, child support arrangements, pre-nuptial agreements or any other supporting documentation.

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

### SECTION 3 – DECLARATION (to be completed by the *student* and parent, step-parent, sponsor or legal guardian)

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
<b>X</b>	SIGNATURE OF STEP-PARENT	PRINT NAME	MM/DD/YYYY

**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 +1-778-309-4621 from outside North America.

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