

## PARENT(S)/STEP-PARENT/SPONSOR/LEGAL GUARDIAN INFORMATION

WHO COMPLETES  
APPENDIX 1?

The applicant's parent(s)/step-parent/sponsor/legal guardian.

If your parent(s)/step-parent/sponsor/legal guardian lives outside of Canada you will need to:

- mail **Appendix 1** to them for completion or have them download and print **Appendix 1** from [www.StudentAidBC.ca](http://www.StudentAidBC.ca) and
- have them return it to you by mail to submit with your application.

## PURPOSE

The information in **Appendix 1** is necessary to assess how much money the applicant's parent(s)/step-parent/sponsor/legal guardian may be required to contribute. Please answer all questions.

**The applicant will have access to all information provided on Appendix 1.**

## NOTE

Instructions for your parent(s)/step-parent/sponsor/legal guardian are printed on the other side of this page. Do not separate these pages before Appendix 1 is complete.

If you have already submitted your StudentAid BC application, and you are completing a new Appendix 1 to make changes to your original submission, include an Appendix 7 - Request for Reassessment, with your submission.

No faxes, scans or copies are accepted as **original** signatures are required.

## ARE YOU A DEPENDENT (Group A) STUDENT?

**A dependent (Group A) student:**

- has **not** been out of high school for at least 48 months (4 years); and
- is **not** married, living common-law, separated, divorced, widowed or a single parent; and
- has **not** worked in the full-time labour force for two periods of 12 continuous months each since leaving high school; and
- is **not** a youth in continuing care or custody of a director of child welfare in BC – the government is/was your legal guardian.

If you are a dependent (Group A) student, **Appendix 1** must be completed by your parent(s)/step-parent/sponsor/legal guardian.

If you are a permanent resident or landed immigrant under sponsorship, your sponsor must complete **Appendix 1**

If your parents are separated or divorced, or if your parent is single, Appendix 1 must be completed by the parent who is your main financial supporter.

**When Appendix 1 has been completed and returned to you:**

- Enter your application number on **line 4**.
- Make sure all questions have been answered and both the Canada Revenue Agency consent and the StudentAid BC declaration on **Appendix 1** have been completed and signed.

When you are sure it is complete, separate Appendix 1 from this instructions page and staple it to the inside back of your application.

## RESIDENCY

Residency of a dependent (Group A) student is determined by the residence of their parent(s) or by their sponsor if the student is under sponsorship. B.C. is considered the province of residence, if B.C. is the last province in which the parent(s) or sponsor lived for 12 consecutive months, as of the start of the student's study period.

## FEDERAL POLICY

A financial contribution (based on federal policy) may be expected from your parent(s)/step-parent/sponsor/legal guardian, based on family size, income, assets and allowable income deductions.

The contribution formula takes into account parent(s)/step-parent/sponsor/legal guardian's total income as declared on line 150 of their 2015 income tax return, less income taxes payable, Canada Pension Plan contributions, employment insurance contributions and a moderate standard of living. The income remaining following the deductions of these amounts is called "**discretionary income**."

## CONTACT INFORMATION

## TO REACH StudentAid BC BY PHONE:

**1-800-561-1818** Toll-free in Canada or USA  
or  
**(250)-387-6100** from outside North America

## TO REACH StudentAid BC BY MAIL:

**StudentAid BC**  
**Mailing address:**  
P.O. Box 9173 Stn Prov Govt  
Victoria BC V8W 9H7  
**Courier address:** StudentAid BC  
1st Floor, 835 Humboldt Street  
Victoria BC V8V 4W8

Visit us on-line at [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

\*Note: The ⓘ symbol means to read the **INSTRUCTIONS** booklet, which is included in the **StudentAid BC application package** or visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca).

## Question 06 Marital Status

Mark the appropriate box. If you have remarried or are in a common-law relationship, your partner must provide his or her financial information. If you are separated, divorced or single this form must be completed by the parent who has legal responsibility for the applicant's post-secondary education and/or is the main financial supporter.

## Question 07 Total Income

Enter the amount from line 150 of your 2015 income tax return. The line 150 amount you report will be verified against Canada Revenue Agency (CRA) records. If the amount you indicate is different from their records, CRA data will be used in the applicant's needs assessment calculation. If CRA records are incorrect, you must submit an Appendix 1 (and Appendix 7) with documentation showing the correct amount. If you did not file a Canadian Income Tax Return, enter your 2015 **total income from all sources both inside and outside Canada, including** employment, pension, investment, net rental, RRSP, foster parent, net professional income, workers' compensation, employment insurance, disability assistance, etc. Convert foreign currency into Canadian dollars. If you have foreign income (taxable income in any country outside Canada), it must be converted to Canadian dollars, added to any Canadian income and reported on Appendix 1). If you are married or living common-law, both Parent #1 and Parent #2 incomes must be completed even if "0". Round all amounts to the nearest dollar. Single parents must complete and sign the "Parent #1" section of Appendix 1.

## Question 08 Net Value of Assets

Include the net value of all **Canadian and foreign** assets, including term deposits, stocks, bonds, GICs, bank accounts, rental properties, etc. **Do not include** RRSPs, principal residence, business assets, vehicles or household items.

## Question 09-12 Deductions

Refer to your 2015 income tax return to determine the amounts deducted for income taxes, Canada Pension Plan contributions and employment insurance contributions. If no deductions, you must enter '0' on appropriate lines.

## Question 13 – Contributions from RESPs

**Question 13(a):** This information is used in the assessment of your B.C. student financial assistance calculation. Enter total money given to the student for this study period, including the total amount of cashed Registered Education Savings Plans (RESPs) and scholarship trust funds in Question 13a.

**Question 13(b):** This information is used in the assessment of your Canada student financial assistance calculation. What is an RESP? A Registered Education Savings Plan (RESP) is a special savings account that is registered by the Government of Canada and it allows for money that is deposited for post-secondary education to grow tax-free until the student enrolls in post-secondary studies. The amount you cashed from your RESP can be from either the Educational Assistance Payment (EAP) portion or the Refund of Contribution (ROC) portion of the RESP. An EAP is made from the RESP's accumulated income and government grants. An ROC is the return of all, or part of, the original contributions made to the plan. Enter only the EAP portion of the RESP in Question 13(b) that you will be giving to the student for this study period, along with all other contributions, including scholarship trust funds.

## Question 14 Dependants

For StudentAid BC purposes, eligible dependants are any dependants for whom you receive the Canada Child Tax Benefit or for whom you claim a benefit on your 2015 income tax return. Eligible dependants include:

- your child(ren) under 19 years of age as of the start of the applicant's classes, for whom you have custody or provide care (they live with you) at least two days per week during the applicant's entire study period; or
- your child(ren) age 19 or over who are dependent (Group A) full-time students (see definition of dependent (Group A) status on ⓘ page 7); or
- your permanently disabled child(ren) age 19 or over, who you fully support and declare on your income tax return; or
- your foster children, if foster parent income is claimed on Appendix 1 on line 7; or
- your elderly relatives who you fully support and declare on your income tax return.

## Declaration and Consent

Read, sign and date **both** the Canada Revenue Agency consent and the StudentAid BC declaration. **Without the complete information, including dates and signatures, we cannot process the student's application.** Once you have completed this Appendix 1 return it to the student who will submit it with his or her application.

ALL INFORMATION IS SUBJECT TO AUDIT AND VERIFICATION



