

# Appendix 2

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

## SPOUSE/Common-LAW PARTNER INFORMATION

**PURPOSE** The information on this Appendix 2 determines how much your spouse/common-law partner may be required to contribute to help pay for your education.

### WHO COMPLETES APPENDIX 2?

The applicant's spouse/common-law partner. If your spouse/common-law partner has arrived in Canada as a permanent resident and does not have a valid Social Insurance Number (SIN), apply as "married" and leave the SIN field blank. When your spouse/common-law partner has received a valid SIN, you must submit an Appendix 7 – Request for Reassessment with a copy of their SIN to StudentAid BC.

### DO NOT COMPLETE THE APPENDIX 2 IF, AS OF THE FIRST DAY OF CLASSES:

- Your spouse/common-law partner is not a Canadian citizen or permanent resident AND does not live in Canada. Apply as "single";
- You have eligible dependent child(ren) under your care, living in Canada, AND your spouse/common-law partner is not a Canadian citizen or permanent resident (does not have a valid Social Insurance Number) and does not live in Canada. Apply as a single parent student.

### ARE YOU COMMON-LAW?

You and your partner are considered to be common-law if you meet both of the following:

- you are currently living together in a marriage-like relationship; and
- you will have been living together for at least 12 consecutive months as of your first day of classes.

### 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 Appendix 2, return it to the applicant to submit with his/her application. No faxes, scans or copies are accepted as original signatures are required.

### NEXT STEP

When the Appendix 2 is complete, include it with your application and submit to StudentAid BC. An incomplete or unsigned Appendix 2 will not be processed and will delay funding.

### HELP FOR THE SPOUSE/COMMON-LAW PARTNER

#### Question 18 Marriage/Common-law Date

This is the date you were married or, if common-law, the date you began living together in a marriage like relationship.

#### Question 21 Separate Living Allowances

If you must live separately from the applicant during the study period, separate living allowances will be assessed.

#### Question 30 Total Income from 2016 Income Tax Return

Enter the amount from line 150 of your 2016 income tax return. The amount you report will be checked against Canada Revenue Agency (CRA) records. If the amount you report is different from CRA records, CRA data will be used in the applicant's need assessment calculation. If your previous year total income (as reported on Line 150 of your 2016 tax return) changes, a reassessment of the applicant's financial assistance application will be required. If you did not file a Canadian Income Tax Return for 2016, enter your total 2016 income from all sources both inside and outside Canada, which includes employment, pension investment, rental, RRSP, foster parent, net professional income, workers' compensation, employment insurance and disability assistance. Convert foreign currency into Canadian dollars. StudentAid BC receives regularly updated information from CRA and may, after the point of initial StudentAid BC application assessment, compare income amount(s) declared on the application against CRA records, to ensure that the applicant's financial need remains up-to-date and accurate.

#### Question 04 Social Insurance Number

Your spouse/common-law partner's name(s), social insurance number(s) and date(s) of birth will be verified through employment and Social Development Canada (ESDC) before your application is processed. If ESDC cannot verify the information, your application will not be processed. To contact Service Canada's Employment Insurance Information Service, call: 1-800-206-7218.



# Appendix 2

ALL INFORMATION IS SUBJECT TO AUDIT AND VERIFICATION

## SPOUSE / COMMON-LAW INFORMATION

STUDENT'S APPLICATION NUMBER

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- (19) During the applicant's study period, will you be employed full-time or part-time?  YES  NO
- (20) During the applicant's study period, will you be at home caring for eligible dependant child(ren) on a full-time basis for the entire study period?  YES  NO
- (21) During the applicant's study period, will you be living with the applicant during the study period?  YES  NO
- (22) Will you be a full-time post-secondary student for some or all of the applicant's study period?  YES  NO
- (23) If you will be a full-time post-secondary student during the applicant's study period, how many weeks of the applicant's study period will you also be in studies? \_\_\_\_\_ weeks
- (24) During the applicant's study period, provide total income assistance/social assistance (welfare) and/or B.C. income assistance for persons with disabilities that you will be receiving: \$ 

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- (25) During the applicant's study period, will you be in receipt of Employment Insurance (EI) benefits?  YES  NO
- (26) During the applicant's study period, will you be in receipt of federal or provincial Permanent Disability benefits?  YES  NO
- (27) During the applicant's study period, how much will you pay for your Canada student loan and/or provincial student loan regular scheduled payments? \$ 

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- (28) During the applicant's study period, how much will you pay for total day-care costs? (Only one parent may claim day-care costs.) \$ 

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- (29) During the applicant's study period, how much will you pay for child support and/or spousal support that you pay? \$ 

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- (30) Enter your reported total income from line 150 of your 2016 income tax return. If you did not file a 2016 income tax return, enter your total income from all sources **both inside AND outside of Canada.** \$ 

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### 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

**EMAIL COMPLETED APPENDIX 2 TO:**  
**SABC.AdminUnit@gov.bc.ca**

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

**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

If you have already submitted your StudentAid BC application, and you are completing Appendix 2 to make changes to your original submission, include an Appendix 7 - Request for Reassessment, with your submission.

**RETURN APPENDIX 2 TO THE STUDENT WHEN COMPLETE**