

PURPOSE

If you have received StudentAid BC funding, the Appendix 5 “Transfer of School” allows you to transfer to a different school during the study period without having to re-apply for student financial assistance.

HOW TO COMPLETE THE APPENDIX 5

Appendix 5 is completed by:

- You;
- Your original institution; and
- Your new institution.

StudentAid BC will process the transfer and notify you accordingly of any changes to the assessment.

WHEN SHOULD I COMPLETE AN APPENDIX 5 “TRANSFER OF SCHOOL”?

If you have already received funding from StudentAid BC for your 2021/2022 application; and
If your school has already confirmed your enrolment; and
The break between studies at your original school and your new school is **two weeks or less**; and
You have non-refundable tuition and book costs.

WHEN SHOULD I COMPLETE AN APPENDIX 7 “REQUEST FOR REASSESSMENT TO CHANGE SCHOOLS”?

If you have not received loans or grant funding from StudentAid BC for your 2021/2022 application.

You do not have any non-refundable tuition/book costs.

IMPORTANT!

Contact your financial aid office if you are transferring to a different campus of the same school to determine if an Appendix 5 is required.

If the break in studies between your original school and your new school is more than two weeks, you are considered to have withdrawn from your original school. In order to continue to receive funding, you must submit a new full-time application. Do NOT complete this form.

SUBMISSION INSTRUCTIONS

Email completed Appendix 5 to StudentAidBC@gov.bc.ca.
OR upload signed Appendix 5 to your Dashboard account.

TUITION REFUNDS

Students who transfer schools may be eligible for a tuition refund as determined by the original school. The tuition refund should be given directly to the student to apply towards the tuition fees at the new school.

The deadline for submitting a completed and correct Appendix 5 is six weeks before your new study period ends.

NEW SCHOOL AND PROGRAM INFORMATION

(19) SCHOOL NAME

EMAIL OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

SCHOOL CODE

PROGRAM CODE

VISIT www.StudentAidBC.ca to find codes

(20) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

OFFICIAL STAMP OR SEAL OF SCHOOL

STAMP/SEAL HERE

(21) CITY/TOWN
(22) POSTAL / ZIP CODE

(23) PROVINCE/STATE **AREA CODE** **TELEPHONE NUMBER (Financial Aid Office)** - **AREA CODE** **FAX NUMBER (Financial Aid Office)** -

(24) COUNTRY

(25) TYPE OF SCHOOL – MARK ONE
 A PUBLIC ACADEMIC **B** PRIVATE ACADEMIC **C** PUBLIC NON-ACADEMIC **D** PRIVATE NON-ACADEMIC

(26) PROGRAM/FACULTY

(26a) MAJOR/DEPARTMENT/OPTION

(27) DATE CLASSES START **(28) DATE CLASSES END**

YEAR MONTH DAY YEAR MONTH DAY

NEW SCHOOL END DATE CANNOT BE MORE THAN 52 WEEKS FROM ORIGINAL SCHOOL START DATE

(28a) TOTAL WEEKS

(29) STUDENT'S INTENDED COURSE LOAD %

(30) Prior learning assessment **(30)** YES NO

(31) What year will the student be in for this application period? (1st, 2nd, 3rd, 4th, etc.) **(31)** YEAR

(32) How long is the program? (if less than 60 weeks, mark '1' in box.) **(32)** YEAR(S)

(33) Is your program being delivered online? **(33)** YES NO

(34) Program type (mark one) ...

A CERTIFICATE/ CITATION **B** ASSOCIATE/ DIPLOMA **C** UNIVERSITY TRANSFER **D** BACHELOR **E** MASTER **F** PHD **G** PROFESSIONAL (Medical doctor, lawyer, etc.) **H** UNCLASSIFIED/ QUALIFYING

(35) Student costs: must be shown in Canadian dollars.

(a) Actual tuition. Do not deduct any sponsored tuition amount or tuition already paid by the student. **(35a)** \$.00

(b) Mandatory fees. Do not include optional fees **(35b)** \$.00

(c) Program related costs **(35c)** \$.00

(d) Exceptional expenses **(35d)** \$.00

(36) Student awards: must be shown in Canadian dollars.

(a) What is the total amount of merit-based scholarship(s) and needs-based bursaries the student will receive from your school **(36a)** \$.00

(37) SIGNATURE OF SCHOOL OFFICIAL **PRINT NAME** **DATE SIGNED**

MUST BE SIGNED **PRINT HERE** YEAR MONTH DAY

