

## 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 2023/2024 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 2023/2024 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break in studies between your original school and your new school is more than two weeks, you are considered to have withdrawn from your original school.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](mailto: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.**





