

# INSTRUCTIONS

## 2018/2019

How to complete your paper StudentAid BC Application for the 2018/2019 program year.

These instructions are designed to help you to correctly complete questions on your StudentAid BC paper application.

The questions on your application are numbered. This book has line numbers that correspond to the line numbers on your application. Before answering a question on the StudentAid BC application, refer to the corresponding line number in the book and read the information given.

A deadline for applying for assistance is in place to ensure that you receive your funding before your study period ends.

### DEADLINE

Your correctly completed application and any reassessments, appeals, or transfers must be received at StudentAid BC no later than six weeks before the date your classes end. Applications are subject to audit to verify information you have reported.

### Social Insurance Number (SIN)

You must have a valid SIN. If you are a protected person as defined in the *Immigration and Refugee Protection Act* and have a SIN beginning with a '9', please visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca) for further information regarding documentation you will need to submit with your application.

### PROGRAM INFORMATION

#### Question 14 Name of Institution

Enter the name of the institution you are or will be attending. If you are or will be attending two institutions at the same time, this is called a split enrolment. Enter the name of the institution where you are or will be taking the most courses and from which you will receive your credential. This will be considered your "home institution". The "home institution" must approve the split enrolment and must take responsibility for verifying you are maintaining a minimum course load for credits.

#### Question 15 School Code

Locate your designated school code on [www.StudentAidBC.ca](http://www.StudentAidBC.ca). If you are attending a school outside of B.C., leave this question blank.

#### Question 19 Program Code

The program code is used to determine the cost of your post-secondary institution's tuition, books, and practicum/clinical expenses, by linking to a cost table in our computer system that is updated by your institution. If you do not know the Program Code, leave Question 19 blank.

#### Question 20a Program delivered online

Programs with online delivery must be approved by StudentAid BC before you can submit your application for StudentAid BC funding. Your institution may need to complete the Confirmation of StudentAid BC Distance Education Eligibility form for your program of study to be considered.

#### Question 21 Date Classes Start

Enter the date of your first day of classes in the study period for which you are or will be registered and are applying for financial assistance.

*Example:* If you attend university, most classes will begin in September and end in April.

**The correct start date of your classes is critical. If you are not sure when classes start, contact your institution.**

**Note:**

Class start date to class end date cannot be more than 52 weeks.

### Question 22 Date Classes End

Enter the date of your final class or exam, whichever is later. Remember, we are only interested in the study period for which you are registered and are applying for financial assistance.

*Example:* If you attend university, most classes will begin in September and end in April.

The correct end date of your classes is critical. If you are not sure when classes end, contact your institution.

**Note:**

Class start date to class end date cannot be more than 52 weeks.

Six week deadline for applying for assistance

A deadline for applying for assistance is in place to ensure that you receive assistance before your study period ends. Your correctly completed application and any reassessments, appeal requests, or transfer requests must be received no later than six weeks before your study end date.

### Question 23 Program/Faculty

Enter the name of the program/faculty in which you are or will be registered.

*Example:* Arts or Science or Cooking or Electronics or Nursing.

### Question 24 Major/Department/Option

Programs may have more than one option. In such cases, list your chosen option. For example:

<u>Program/Faculty</u>	<u>Major/Option</u>
Arts	History, English
Science	Physics, Chemistry
Culinary Arts	Core, Short Order, Banquet, etc.
Information Technology	Computers, Telecommunications
Nursing	

If you do not have a major or option, leave this section blank.

### Question 25 Program Type

A program is a combination of courses leading to a credential.

The program type identifies the certificate, citation, diploma or degree you expect to receive upon completion of the program.

*Example:* If you are enrolling in a diploma program, mark the box that says 'Associate/Diploma', even if you plan to go on to a bachelor or master's degree.

If you are enrolled in university transfer courses, mark the 'University Transfer' box, not the 'Unclassified/Qualifying' box.

If you have questions regarding your program type, contact your financial aid office or institution official.

**Note:**

*"Unclassified/Qualifying" studies refers to a study period where you are taking courses in preparation for entry into a specific program or faculty. For example: If you have completed an undergraduate degree, you may need to take additional courses before being admitted into graduate studies. Maximum funding for "Unclassified/Qualifying" studies is 52 weeks.*

**Question 26 Year of Program**

Most programs have a standard length for completion. Indicate the year of the program you will be in, not the total number of years you have spent working towards completion of the program.

*For Example:*

- If the program requires one year or less to complete, mark one in the box.
- If you are entering the third year of a four-year program, mark three in the box.

If you are not sure which year of your program you are in, contact the financial aid office at your institution.

**Question 27 Course Load**

To receive full-time student financial assistance, you must be a full-time student. If you are in a credit-based (academic) program, you must take at least 60 per cent of a full-time course load as defined by your institution (40 per cent for students with a permanent disability). If you are in a non-credit (hours based) program, you must attend a minimum of 20 hours of instructional time per week at your institution.

If you are repeating a previously passed course only to improve your grade level, the course cannot be included as part of the 60 per cent calculation.

If you are not sure what percentage of courses you are taking, contact your financial aid office or institution official.

**Note:**

*Students with permanent disabilities may qualify for other programs. Contact the Disability Services Coordinator, Adult Special Education Coordinator or financial aid office at your institution, or visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca).*

**Question 28 Student Number**

Enter the student number your post-secondary school assigned to you. Your student number will assist your school in confirming your full-time enrolment to StudentAid BC. If your school did not assign a student number to you, leave this question blank.

**PERSONAL INFORMATION****Question 29 for Applicants with a Permanent Disability**

A permanent disability refers to a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or the labour force and is expected to remain with the person for the person's expected natural life.

If you answer 'yes' to this question, you must complete an Appendix 8 - Request for Permanent Disability Programs to document your permanent disability, and have your permanent disability status approved by StudentAid BC. You are only required to submit your medical documentation once unless otherwise requested.

**Note:** *Students with permanent disabilities may qualify for other programs. Contact the Disability Services Coordinator or financial aid office at your school, or visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca) or the National Student Loans Service Centre.*

**Question 30 Income Assistance (Welfare) and/or B.C. Income Assistance for Persons with Disabilities**

You are not usually eligible to receive income assistance (welfare) while attending post-secondary studies, unless you are a student with a permanent disability in receipt of disability assistance. If you are currently receiving income assistance, you must contact your employment and assistance worker or social worker and advise them of your intention to take full-time post-secondary studies. Your worker will determine whether you can continue to receive income assistance during your study period based on Employment and Income Assistance criteria, or whether your income assistance will stop while you are in full-time studies. If you have a permanent disability and you are receiving disability assistance from the Ministry of Social Development and Poverty Reduction, contact your local office to find out if you will be eligible to continue to receive disability assistance during your study period. If you will be receiving income assistance or B.C. Income Assistance for Persons with Disabilities equal to or exceeding \$1,500 over the course of your study period, you are subject to an agreement between our ministries. Under the agreement, the Ministry of Social Development and Poverty Reduction continues to provide maintenance (shelter, food, etc.) while StudentAid BC considers the cost of your program. Program costs are limited to: tuition, books/supplies, disability allowance, transportation costs, unsubsidized day-care costs if you have dependent children, and specialized equipment and services. Do not include on this question the income assistance/B.C. Income Assistance for Persons with Disabilities amount claimed by your spouse on Appendix 2 or you will be assessed twice for these funds.

### Question 31 Bankruptcy

1) If you had outstanding student loans at the time you declared bankruptcy, you must answer 'YES' unless any of the following conditions apply:

- When you filed your bankruptcy related event (BRE) it had already been seven years from your last period of studies end date (PSED) and since that time three years have elapsed;
- Your BRE was filed while you were in full-time studies. Since then, you have remained a full-time student over consecutive terms and have not switched fields of studies (you may be eligible for up to three academic years);
- You have received clearance in writing from CSLP to have your bankruptcy restrictions removed for your eligibility for student loans through StudentAid BC.
- CSLP has sent you a bankruptcy clearance letter

If one of these conditions applies, you may answer "NO". Keep documentation of your clearance through CSLP.

2) If you did not have student loans at the time you declared bankruptcy, and are discharged from that bankruptcy, answer "NO" to Question 21.

- If you or your spouse are currently in an undischarged bankruptcy, you must have your trustee agree that any funds you may be eligible to receive are not seized to pay for debts involved in your bankruptcy.

Student loan borrowers who have undergone a BRE and who do not meet any of the criteria in #1 above, must pay their student loans in full before being eligible for more student loans.

### Question 32 Full-time Employment

Full-time work is considered to be 32 hours or more per week, for more than half of your entire study period.

If you answer "YES" to this question, you are not eligible for StudentAid BC funding. Do not complete this application.

If you have:

- a job for less than 30 hours per week during your study period

or

- a full-time job for 30 hours for less than half of your entire study period, answer "NO" to this question and continue with the application.

### Question 33 High School Completion

Did you complete your Grade 12 equivalency after leaving high school? If you did, calculate the number of months by using the date you originally left high school, not the date of your equivalency.

### Question 34 Marital Status

Marital Status is defined below. Please read the definitions carefully. Mark one box in the status category on your application:

- **Single:** if you are not married and have no dependent child(ren), mark box 'A'.
- **Single Parent:** if you have custody of your child(ren), or your child(ren) live with you at least two days per week during your entire study period, mark box 'B'.
- **Married:** if you are married as of the first day of classes, mark box 'C'.
- **Common-law:** mark box 'D'. 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 before the first day of classes.
- **Separated/Divorced/Widowed:** if you are separated, divorced or widowed before the first day of classes and have dependent children, mark box 'B'.

### Notes:

- If you are currently married or common-law, your spouse/common-law partner must complete Appendix 2.

- 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'. When your

spouse/common-law partner has received a valid SIN, forward a copy of their SIN to StudentAid BC (include your name and SIN).

### **Question 35 Labour Force**

Time spent in the full-time labour force may include periods of unemployment. You may be asked to provide documents that show you received Employment Insurance (EI) benefits or documents that show you were looking for work. This can include letters of rejection, confirmation of interviews, etc.

### **Question 36 Youth in Continuing Care of the B.C. Director**

For a variety of reasons, the B.C. government may become the legal guardian for a child. If you are or were a youth in continuing care/custody of a director of child welfare in B.C. on your 19th birthday, answer "YES".

If you were a youth in continuing care or custody of a director of child welfare on your 19th birthday from a province other than B.C., answer "NO" to this question. Submit an Appeal Request Form with appropriate documentation to apply for Modified Independent status.

If you answer "YES" to this question and are between the ages of 19 and 24, you may qualify for up to \$5,500 of non-repayable grant assistance through the Youth Education Assistance Fund; and, you may also be eligible for a tuition waiver. Visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca) for more information.

### **Question 37 Parents Deceased and no Legal Guardian**

If both your parents are deceased, and you do not have a legal guardian mark "YES".

### **Questions 38 and 38(a) Dependent or Independent**

#### **A dependent student is one:**

- who has not been out of high school for at least 48 months (4 years); and
- who is not married, separated, divorced, widowed or a single parent; and
- who is not in a common-law relationship (read definition of "Common-law" on *Question 34*); and
- who has not worked in the full-time labour force for two periods of 12 continuous months each since leaving high school (read definition of "full-time labour force" in *Question 35*); and

#### **A dependent student is one:**

- who is not a youth in continuing care or custody of a director of child welfare in B.C. (ward of the court – the government is/was their legal guardian).

A dependent student, for the purposes of StudentAid BC, is considered dependent on his/her parent(s)/step-parent/sponsor/legal guardian, whether they live at home or not, or whether they are supported financially or not.

#### **Note:**

If you are considered a dependent student as per the information above, and there has been a complete and permanent breakdown in your relationship with your parent(s), you may be eligible for "Modified independent status. See the Appeal Request Form, available at [www.StudentAidBC.ca](http://www.StudentAidBC.ca) or contact the financial aid office at your school.

#### **An independent student is one:**

- who has been out of high school for at least 48 months (4 years); or
- who is married, a single parent, separated, divorced, or widowed; or
- who has been living in a common-law relationship for at least 12 consecutive months before the start of classes; or
- who has worked in the full-time labour force for two periods of twelve continuous months each since leaving high school (read definition of "labour force" in *Question 35*); or
- who is, or was at the time of their 19th birthday, a youth in continuing care or custody of a director of child welfare in B.C. (ward of the court – the government is/was their legal guardian); or
- whose parent(s) are deceased AND who has no legal guardian.

### **Independent Students: Residency**

As an independent student you are a resident of B.C. if:

- you have lived in B.C. all your life; or
- B.C. is the province where you last lived for 12 continuous months, as of your study start date, not including months of full-time post-secondary study; or
- you arrived in B.C. as a permanent resident or landed immigrant, or protected person, and will attend school in B.C., and you have not lived in any other province for 12 continuous months.

If you are not a B.C. resident as defined above, you are not eligible for financial assistance through StudentAid BC. You must apply for assistance through your home province or territory. Do not complete this application.

**You may only apply for funding from one province or territory.**

**Dependent Students: Residency of parent(s), step-parent, sponsor, or legal guardian**

As a dependent student, you are a resident of the province in which your parent(s), step-parent, sponsor or legal guardian have most recently lived for 12 continuous months as of your first day of classes.

If they do not live in B.C., you must apply for financial assistance from the province or territory in which they lived for 12 consecutive months as of your first day of classes.

If you are a permanent resident under sponsorship, your sponsor must complete Appendix 1. Residency is based on where your sponsor lives.

**Question 39 Permanent Resident/Protected Person**

If you are a protected person as defined in the *Immigration and Refugee Protection Act* and have a Social Insurance Number beginning with a '9', visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca) for further information regarding documentation you will need to submit with your application.

If you are not a Canadian citizen, permanent resident or protected person, you are not eligible for StudentAid BC funding. You are a permanent resident if you have a permanent resident card or a valid Confirmation of Permanent Resident document.

You are not eligible for StudentAid BC funding if you are in Canada on a student visa or ministerial permit. If this situation applies to you, do not complete the application.

**Questions 40 and 41 Indigenous Identity**

If you identify yourself as an Indigenous person, please complete this question. Providing this information is voluntary and optional.

**Question 42 Date You Graduated from or left secondary (high) school:**

Enter the date you graduated from or left secondary (high) school (whichever is later).

- This is the date you graduated from secondary (high) school.
- If you left secondary (high) school and later earned your secondary school credential, enter the date you originally graduated.
- If you never attended secondary (high) school, enter the date you would have graduated had you continued through to the end of secondary (high) school.

**Question 43 Previous Full-time Post-secondary Studies**

Include all previous full-time post-secondary studies of at least three months (12 weeks) in length. This includes courses and activities taken at public or private universities, colleges or training schools in any country. This includes British Columbia or any other province/territory in Canada and in any country outside Canada. You must count all time spent in activities for credit (e.g., attending classes, distance education, etc.) at a public or private institution. Include co-op work terms.

Do not include college preparatory (high school level) courses or apprenticeship training. Do not include the study period for which you are now applying. If you have more than 99 months of previous post-secondary studies, put '99' in the box.

Some schools use units instead of credits. Check with your school to be sure of the correct calculation. Include all previous post-secondary months up to the start date of this application, including non-funded post-secondary months.

**Previous Part-time Post-Secondary Studies**

If you have completed post-secondary courses on a part-time basis, you will need to convert your part-time studies to full-time studies.

For example, for many academic programs, 15 credits (usually five courses) equals one semester of full-time study.

For trades and vocational programs, 129 contact (instructional) hours usually equals one month of full-time study.

### **Prior Learning Assessment/Course Challenge**

If you received credit for a prior learning assessment or course challenge, you must include this in your calculation of previous post-secondary studies.

For example, if you received credit for two semesters towards your degree or diploma, enter eight months previous post-secondary study in this question.

### **DEPENDENT INFORMATION**

#### **Question 44 Eligible Dependants**

This section applies to independent students only. If you are a dependent student answer 'NO'. Read definition of "dependent or independent" in *Question 38*.

For StudentAid BC purposes, eligible dependants are any dependants for whom you receive the Canada Child Benefit or for whom you claim a benefit on your 2017 income tax return.

To be eligible, a dependant must meet one or more of the following criteria:

- be your child(ren) and/or your spouse/common-law partner's child(ren) under 19 years of age as of the start of your classes, for whom you have custody, or provide care (they live with you), at least two full days per week during your entire study period; or
- be your child(ren) and/or your spouse/common-law partner's child(ren) age 19 or over who are full-time dependent students (read definition of dependent status in *Question 38*); or
- be your permanently disabled child(ren) and/or your spouse/common-law partner's permanently disabled child(ren) age 19 or over, who you fully support and declared on your 2017 income tax return; or
- be your permanently disabled spouse/common-law partner who you fully support and declared on your 2017 income tax return; or
- be your foster child(ren); or
- be your elderly relatives and/or your spouse/common-law partner's elderly relatives who you fully support and have declared on your 2017 income tax return.

If you have more than four eligible dependants, include a separate sheet listing all required information about each additional dependant.

#### **Note:**

*If you are expecting a child, please submit an Appendix 7 – Request for Reassessment after the birth of the child and attach a copy of the birth certificate.*

### **STUDY PERIOD INFORMATION**

#### **Question 45 Co-op/Paid Work Term**

If you will be on an approved co-op/paid work term during the study period, answer 'YES'. If you will be attending an institution for two semesters and may be in a paid co-op/paid work term in your second semester, submit a *separate* StudentAid BC application for each semester of study.

#### **Question 46 Where You Expect to Live**

While attending school, were you or do you expect to be living in a home owned or rented by your parent(s)/step-parent/sponsor/legal guardian? If so, mark "YES." If you are or will be living in a self-contained suite in your parent(s)/step-parent/sponsor or legal guardian's home and paying **fair market rent** on a consistent basis throughout your study period, mark "NO." A self-contained suite is defined as having its own separate entrance, kitchen, bathroom and living area/bedroom and you are responsible for your share of the utilities (hydro, telephone, cable, etc.). Note: You may be required to provide documentation of monthly rental payments. **Appeal Option:** If you are living with your parent(s)/step-parent/sponsor/legal guardian and paying room and board costs, mark "YES". To have these costs considered on your assessment you must submit an Appeal Request form for Room and Board.

### **ALLOWABLE EXTRA COSTS**

#### **Question 47 Day-Care Costs**

Read the definition of day-care in the "definition" section of the StudentAid BC Guide, available at: [www.StudentAidBC.ca](http://www.StudentAidBC.ca). Enter the day-care costs you will incur (be responsible for) for your child(ren) aged 11 or under. Do not include the amount of Child Care Subsidy.

Child Care Subsidy

+ Amount you pay

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= Total day-care costs

Do not include costs declared by your spouse/common-law partner on Appendix 2. Do not include food, shelter or clothing costs. These are covered under a moderate standard of living calculation used in the assessment process.

#### **Question 48 Child Support and/or Spousal Support**

Enter child support and/or spousal support made by you during your study period. This includes court-ordered or other arranged monthly payments.

#### **Question 49 Return Transportation**

Return transportation assists eligible students to return home to visit during the study period, or move back home when classes finish. (This does not include daily transportation costs.) Provide the cost of one return trip. The allowance will be calculated based on the length of your program. You are expected to travel as economically as possible. This travel allowance includes the price of fuel for those students travelling home in their own vehicle; however, this allowance does not cover vehicle loan payments, vehicle insurance or maintenance costs. Appeal Option: If you travel more than one hour each way to attend school, you may qualify for the additional transportation allowance.

### **INCOME INFORMATION**

#### **Question 50 Total income from 2017 income tax return**

Enter the amount from line 150 of your 2017 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 your need assessment calculation. If your previous year total income (as reported on Line 150 of your 2017 tax return) changes, a reassessment of your financial assistance application will be required. If you did not file a Canadian Income Tax Return for 2017, enter your total 2017 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 your financial need remains up-to-date and accurate.

Note: Your assessment of financial need, including eligibility for Canada Student Grants, will be based on your 2017 (prior year) income. If you have been out of secondary (high) school ten years or more and are submitting your application for StudentAid BC funding in 2018 for a 2019 study period, and you subsequently submit an Appendix 9 (Request for Reassessment for Canada Student Grants), please note that the Appendix 9 reassessment will be based on your 2018 income. Please see the Appendix 9 form for more information.

#### **Question 51 Scholarships or Bursaries**

A scholarship is an award given to a student who has demonstrated high academic standing. A bursary is an award given to a student who has demonstrated financial need. If you know you will be receiving a scholarship or a needs-based bursary, enter the total amount. If you have received a Passport to Education or Provincial Scholarship include these as well. If you will be receiving a Nurses Education Bursary, or a Youth Educational Assistance Fund Award, do not include these amounts, as they are exempt from assessment.

#### **Question 52 Contributions from Parent(s)/Step-parent/Sponsor/Legal Guardian**

Funding you will receive to help meet specific educational costs towards your education during this study period.

- (a) Include funding received from federal or provincial governments for your education, not including StudentAid BC funding, First Nations band funding, or Post-Secondary Student Support (PSSSP) funding, all of which are not considered in the assessment of resources;
- (b) Funding received from all other non-government sources (e.g. employers, charities, religious organizations, sponsors, etc.);
- (c) Voluntary monetary contributions from parent(s)/step-parent/sponsor/legal guardian;

### **StudentAid BC Declaration**

The StudentAid BC Declaration is a legal document. By signing it, you agree with what the declaration says, and that the information you have given is correct. The declaration also tells you from whom we can get information about you and with whom StudentAid BC may share your application information.



**Read the Declaration carefully.** Make sure you understand it fully. If you do not understand it, do not sign it. Call the financial aid office at your institution, or call StudentAid BC for an explanation. The StudentAid BC phone numbers are listed on the back cover of this booklet. When you understand the declaration, sign and date it in ink. Your signature indicates that you have read and agree with everything the declaration says. **Your application will not be processed unless this declaration is signed and dated.**

### **Canada Revenue Agency Consent**

This section is a requirement of the Canada Revenue Agency. It is a legal document. By signing it, you accept the terms of the consent and authorize the release of your taxpayer information from the Canada Revenue Agency to StudentAid BC. **Your application will not be processed unless this consent is signed and dated.**

### **Alternate Address**

We require the name and address of someone living in Canada or the United States who we will be able to contact if we cannot contact you. We recommend that you choose a contact person whose address is different from the address you indicated on Section 1 of your application. This person will be contacted if mail sent to your address is returned or if we cannot contact you by phone. In most cases this person will be your parent.

### **Release of Information**

This section is optional and can be left blank. The *Freedom of Information and Protection of Privacy Act* prevents StudentAid BC, and financial aid staff from releasing any information pertaining to this application to anyone other than you unless you provide written permission.

Complete this section if you want to authorize another person to obtain information on your behalf about this application, related appendices, or assessment details. If you authorize someone to access information on your behalf by completing this section, they must provide your Social Insurance Number and date of birth to access any information from StudentAid BC or financial aid staff.

### **Note:**

*Information can be shared with the persons/organizations identified in the StudentAid BC declaration (Section 6) based on your signature, regardless of whether Section 9 is completed.*

### **Appendices**

Three separate Appendices are enclosed in this package. These provide additional information that may be required to correctly determine the amount of assistance you need.

#### **Appendices 1, 2 and 3**

#### **Appendix 1: Parent(s)/Step-parent/Sponsor/Legal Guardian Information**

If you are a dependent student, have your parent(s)/step-parent/sponsor/legal guardian complete *Appendix 1*. *Appendix 1* asks for information about their personal finances. This information is used to determine how much they may be required to contribute towards your education.

#### **Appendix 2: Spouse/Common-Law Partner Information**

If you are married or in a common-law relationship, your spouse/common-law partner must complete *Appendix 2*. *Appendix 2* asks for personal and financial information. This information is used to determine how much your spouse/common-law partner may be required to contribute towards your education.

#### **Appendix 3: Institution and Program Information**

If you plan to attend a designated institution outside B.C., or a private institution in B.C., your institution must complete *Appendix 3*.

The program information provided by an official at your institution collected in *Section 'B'* on *Appendix 3* helps us to determine how much your program will cost.

The institution you attend must be designated by StudentAid BC in order for you to be eligible for consideration of StudentAid BC funding. Visit our website for a list of designated institutions worldwide at [www.StudentAidBC.ca](http://www.StudentAidBC.ca). If you wish to have your institution designated, please have your institution visit the "Institution Officials" page at [www.StudentAidBC.ca](http://www.StudentAidBC.ca) to complete the designation request form. The designation process may take several weeks to complete. Assistance through StudentAid BC cannot be considered before the institution is designated as funding is not retroactive.

Designation Unit  
Governance & Quality Assurance Branch  
P O Box 9883 Stn Prov Govt  
Victoria, B.C. V8W 9T6

For more information contact StudentAid BC or visit [www.StudentAidBC.ca](http://www.StudentAidBC.ca) .

### Remember

- Use ink. Print clearly and answer all questions.
- Do not alter any questions asked on the application or appendices.
- Do not include information that is not requested.
- Answer all questions. If questions are left blank, your application and any required appendices cannot be processed.
- No faxes, scans or copies are accepted as original signatures are required
- Submit only one application for each study period in which you are registered.
- If you transfer to another institution after submitting your StudentAid BC application, you must complete and submit to StudentAid BC either:  
  
Appendix 5: Transfer of Institution if you *have* received any of your StudentAid BC funding for this period of study or your institution has confirmed your enrolment; or  
  
Appendix 7: Request for Reassessment should be completed when you transfer to another institution, and certain circumstances change and if you have *not* received any of your StudentAid BC funding for this period of study.
- **Ensure you** read and sign all paper declarations AND Canada Revenue Agency Consents as original signatures are required.
- Your correctly completed application and any reassessments, appeals, or transfers must be received at StudentAid BC no later than six weeks before the date your classes end.
- Allow six weeks for your application to be processed.

### Moving?

Change your address online at: [www.StudentAidBC.ca](http://www.StudentAidBC.ca) and National Student Loans Service Centre at [www.Canada.ca](http://www.Canada.ca) or 1-888-815-4514 (within North America) or 800-2-255-2501 (outside North America).