



# Part-Time Studies Notification

## STUDENT INFORMATION

LEGAL LAST NAME

SOCIAL INSURANCE NUMBER

LEGAL FIRST NAME

MIDDLE INITIAL

APPLICATION NUMBER (IF KNOWN)

## TO BE COMPLETED BY THE SCHOOL

This section is to be completed by the financial aid officer to inform StudentAid BC of any of these circumstances:

- 1) Cancellation: Part-time Certificate of Eligibility, or Supplemental Bursary for Students with Disabilities cheque.
- 2) Study period change: Withdrawal from part-time studies, early completion, transfer, increased course load to full-time, or unsuccessful completion .

## PART-TIME STUDY PERIOD INFORMATION

SCHOOL CODE

SCHOOL NAME

ORIGINAL STUDY PERIOD:

ORIGINAL STUDY START DATE

ORIGINAL STUDY END DATE

YEAR

MONTH

YEAR

MONTH

## CANCEL DOCUMENT: Provide reason and attach document

- Student has not attended                       Student has transferred
- Student attended, but did not pick up document       Other: \_\_\_\_\_
- A reassessment has caused change in eligibility

## STUDY PERIOD UPDATE: Withdrawal - Early Completion - Unsuccessful Completion

CHECK ONLY ONE:

- a. Student did not successfully complete all funded courses.  
If student withdrew, provide withdrawal date.
- b. Student withdrew at end of first term (provide end date).
- c. Student successfully completed studies early (provide end date).
- d. Student increased course load to full-time (provide end date).

Provide dates:

START DATE

YEAR

MONTH

DAY

DATE LAST ATTENDED PART-TIME STUDIES

YEAR

MONTH

DAY

SIGNATURE OF SCHOOL OFFICIAL

SIGN HERE

DATE SIGNED

YEAR

MONTH

DAY

NAME OF SCHOOL OFFICIAL

PRINT HERE

PHONE NUMBER (including area code)

### Mailing Address:

PO Box 9173 Stn Prov Govt  
Victoria BC V8W 9H7  
Email: SABC.AdminUnit@gov.bc.ca

### Courier Address:

835 Humboldt Street.  
Victoria BC V8V 4W8

### Contact Us

1-800-561-1818 (Toll-free in Canada/USA)  
(250) 387-6100 (outside of North America)  
FAX: (250) 356-9455  
Toll Free FAX: 1-866-312-3322

SCHOOL STAMP OR SEAL

StudentAid BC