



# SERVICE PROVIDER RECEIPT FORM

**STUDENTS:**

- You and your Service Provider must BOTH sign Section 3
- Funding must be used as outlined in the approval letter
- Your Service Provider must have the appropriate qualifications to provide the service and be approved by your institution
- Family members cannot provide services without pre-approval by StudentAid BC.
- Receipts and unused funds must be submitted before any further services will be provided
- When submitting receipts, keep copies for your records
- To return unused funds, submit a cheque, bank draft or money order **payable to the Ministry of Finance** to:

Ministry of Advanced Education  
 StudentAidBC – Directed Programs Unit  
 PO Box 9173 Stn Prov Govt  
 Victoria BC V8W 9H7

**Section 1 – to be completed by student**

NAME OF STUDENT		
SOCIAL INSURANCE NUMBER		StudentAid BC APPLICATION NUMBER
MAILING ADDRESS		POSTAL CODE
CITY	PROV	TELEPHONE ( )
SCHOOL NAME		

**SPECIFY THE SERVICES AND FUNDING YOU RECEIVE:**

Study Period:	Start Date: YYYY-MM-DD	End Date: YYYY-MM-DD
Tutor		\$
Transportation		\$
Note Taker		\$
Attendant		\$
Interpreter		\$
Captionist		\$
Reader		\$
Academic Strategist		\$
Alternate Format		\$
<b>SUBTRACT Amount paid to your service provider(s)</b>		\$
<b>= Unused funds (attach cheque, bank draft or money order)</b>		\$

