Questions and Answers on changes for 2014/2015

Q1. What changes have been made to the Designation Agreement and Schedule "C" for 2014/15?
A1. Institutions need to be aware that there are several changes to the Designation Agreement and Schedule "C" for 2014/15. Institutions must now:

- Disclose the <u>legal</u> and <u>operating</u> name of the institution.
- Indicate the location(s) of learning sites and satellite campuses attached to that main or branch campus.
- Designate Enrolment and Eligibility Signing Officers and they must be effectively segregated to ensure that no employee is designated under or performs duties of both positions. An exemption may be granted, upon written request and subject to Ministry approval, if a designated institution had less than 10 student borrowers who received a combined total of under $50,000 in student financial assistance in the previous program year.
- Have the Designation Agreement signed by a legally authorized representative.

Q2. Can I list all the branches of my institution on a single Designation Agreement?
A2. No, each main and branch campus location must have a separate Designation Agreement.

Q3. What qualifies as a separate location?
A3. A number of main and branch campuses of institutions have satellite campuses and learning sites that all operate under the same StudentAid BC institutional code. The Ministry needs to be advised of the locations of these sites.

Q4. Who can sign the Designation Agreement?
A4. Have the Designation Agreement signed by a legally authorized representative.

Q5. What do I need to do if there is a change in ownership or location of the institution?
A5. An institution must notify the Ministry at least 14 days prior of any substantive change including, but not limited to ownership and location changes. Any such changes may impact an institution's eligibility for continued designation. If the institution remains eligible for designation, then a new Designation Agreement would be required to reflect the change in ownership or location.