



StudentAidBC

StudentAid BC

ADMINISTRATION MANUAL

2012 / 2013 Program Year



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Section 1 – Introduction and Overview of StudentAid BC

Introduction:

As of February 22, 2007, StudentAid BC became the new name for all student financial assistance programs offered through the B.C. Ministry of Advanced Education. STUDENTAID BC also became the new name for the Student Services Branch of the Ministry of Advanced Education.

Some documents may still show the old B.C. Student Assistance Program name, known as BCSAP.

This manual forms an integral part of the “*Designation Agreement*” between StudentAid BC and a designated B.C. private school, as represented by its appointed signing authorities and owner(s). The information provided in this manual does not attempt to duplicate portions of the *STUDENTAID BC Policy and Procedures* manual but to provide information to enhance it. The three documents provide the school authorities of a designated school with the information required to fulfill the obligations, responsibilities and requirements of the school in administering STUDENTAID BC. This manual is intended to:

- Familiarize school authorities with the correct procedures required to administer STUDENTAID BC and to provide specific direction as to the completion and release of relevant STUDENTAID BC documents.
- Identify the role, responsibilities and obligations of school staff, owners and school authorities while administering STUDENTAID BC.

Each school authority should read and understand all sections of this manual. If further explanation or understanding is required for any of the STUDENTAID BC policies, procedures, instructions or directions or their intent or potential impact, please contact the appropriate staff member of STUDENTAID BC (see Contacts section of this manual).

About StudentAid BC:

STUDENTAID BC is a joint program between the federal and provincial governments. STUDENTAID BC is administered under the Canada Student Financial Assistance Act and a B.C. Order-in-Council by STUDENTAID BC.

STUDENTAID BC helps eligible students with the cost of their post-secondary education through loans, grants, bursaries, scholarships and special programs. STUDENTAID BC also offers merit based scholarships and programs for borrowers who need help repaying their loans.

StudentAid BC administers programs on behalf of the Government of Canada include; Canada student loans, and Canada student grants.

Most STUDENTAID BC programs are based on need, providing financial assistance where students and their immediate families do not have the resources to meet the costs of post-secondary education and basic living expenses. Students enrolled in high tuition programs or with significant financial commitments in addition to education expenses may need to seek additional sources of funds.

StudentAid BC Contact Information:

Web address:

STUDENTAID BC website www.studentaidbc.ca

The STUDENTAID BC website offers information for both school officials and students. School officials are advised to check this website for STUDENTAID BC information before calling the STUDENTAID BC office and should counsel students to do the same.

School officials can:

- Find information about STUDENTAID BC;
- Access the STUDENTAID BC Policy manual;
- Look up program codes;
- Order supplies and forms;
- Download and print forms (including the Program Eligibility Declaration);
- Find information to help students succeed and to minimize default.

Students can:

- Find information about STUDENTAID BC;
- Find information on career planning;
- Review some of their branch correspondence;
- Check their application status;
- Download and print forms;
- Change their address;
- Look up school designation information.

Mailing address: 

StudentAid BC
Ministry of Advanced Education
Box 9173 Prov Govt
Victoria, B.C. V8W 9H7

Courier address:

1st flr, 835 Humboldt St
Victoria, B.C. V8W 4W8

Telephone and Facsimile numbers: 

For General Use:

Outside North America:	250 387 – 6100
Toll-free (Canada & USA):	1 800 561 - 1818
Facsimile:	250 356 - 9455
Toll-free fax. (Canada & USA):	1 866 312 - 3322

StudentAid BC Staff Contact List:

School officials may use the contacts below for school issues but are requested not to give STUDENTAID BC staff contact information to students.

To ensure fairness in accessing services, students must contact the office using the public telephone numbers above and schools phoning on behalf of a student must use the public telephone numbers.

StudentAid BC – Information Centre:

Contact numbers are noted above

Can assist all B.C. designated school authorities with questions regarding a student's application, student loan process, reassessments, transfers, withdrawals, policy and procedures.

Contact for school STUDENTAID BC On-Line inquiries.

Contact for repayment assistance programs and view programs at

www.Studentaidbc.ca

Inventory Clerk:

250 – 356 - 7152

Contact to order publications, supplies and forms.

Compliance Unit Contacts:

Compliance Unit Administrator:

250 387 - 6133

Can assist school authorities with questions regarding the Designation Policy Framework and default rates, Improvement Plans and STUDENTAID BC compliance issues.

Compliance Officer:

250 356 - 5937

Compliance Officer:

250 953 – 4373

Compliance Officer:

250 387 – 7450

Compliance Officers can assist you with questions about this manual, school compliance issues, designated school responsibilities, new and revised programs, changes in signing authorities, assistance with program codes and STUDENTAID BC issues.

Designation Administrator:

250 952 - 6374.

Contact for new designation requests, address changes, inclusion of your school email address for our STUDENTAID BC updates, and for schools that want their student's funding to be made in monthly disbursements.

Manager of Compliance and Investigations:

250 387 - 6137

Contact if the above noted Compliance staff are unavailable or if you have concerns about an issue related to school designation or a compliance review that is not being addressed by branch staff.

Contact for repayment assistance programs and view programs at studentaidbc.ca

StudentAid BC E-mail List:

STUDENTAID BC e-mails weekly stats, updates and important information to school officials. Newly designated schools are automatically added to the list. However, if you are not on the distribution list and would like to be, contact the STUDENTAID BC Designation Administrator.

Additional Resources:

Service providers contact information:

For direct lend Canada student loans (negotiated after August 1, 2000):

National Student Loan Service Centre:

- Refunds;
- Interest free status;
- Issues regarding disbursement of funds from CSL documents;
- Repayment.

Website address www.canlearn.ca

Public Institutions Division

PO Box 4030

Mississauga, ON L5A 4M4

Toll free phone number:

1 888 815 - 4514

Risk shared loans (negotiated between August 01, 1995 and July 31, 2000):

For both Canada student loans and B.C. student loans, students must contact the applicable financial institution for:

- Interest free status;
- Repayment.

Royal Bank Western Canada

Student Loan Centre

PO Box 4700 Stn D

Toronto, ON M9A 4X5

1 888 359 - 4770

Bank of Nova Scotia

PO Box 9, STN U

Etobicoke, ON M8Z 5M4

1 888 284 - 3044

CIBC National Student Centre

PO Box 5055

Burlington, ON L7R 4P3

1 800 563 - 2422

Guaranteed Canada student loans and B.C. student loans (negotiated prior to August 01 1995):

For information on defaulted guaranteed loans and reinstatement please refer to the STUDENTAID BC policy manual Chapter: Repayment or visit the STUDENTAID BC website.

Canada Student Loans Programs (CSLP):

The Government of Canada offers full- and part-time loans and other assistance programs to students with demonstrated financial need in all provinces and territories across Canada with the exception of Quebec, the Northwest Territories and Nunavut. In British Columbia the CSLP is administered by STUDENTAID BC.

Website address www.canlearn.ca

- Provincial and federal services links;
- Useful resources for students, parents and advisors;
- Search tools.

For publications e-mail pub@hrdc-drhc.gc.ca

Toll free phone number: 1 800 - O - Canada

Private Career Training Institutions Agency (PCTIA):

PCTIA is responsible for the registration and accreditation of private career training institutions in B.C. Private post-secondary schools in B.C. seeking STUDENTAID BC designation must first achieve accreditation through PCTIA. PCTIA manages the Student Training Completion Fund.

Website address www.pctia.bc.ca

203 – 1155 West Pender St.

Vancouver, B.C. V6E 2P4

Telephone: 604 – 569 - 0033

Toll free phone number: 1 800 661 - 7441

fax (778) 945 – 0606

E-Mail: info@pctia.bc.ca

International Credential Evaluation Service (ICES):

Provides educational evaluation services to individuals, employees, associations, and regulatory bodies. ICES reports provide a comparison of international and Canadian credentials to facilitate the processes of employment, immigration, professional licensure and academic admission.

E-mail address icesinfo@bcit.ca

3700 Willingdon Avenue

Burnaby, B.C. V5G 3H2

Telephone: 604 432 - 8800

OR

555 Seymour Street

Vancouver, B.C. V6B 3H6

Telephone: 604 432 - 8800

Facsimile: 604 435 - 7033

Toll Free phone number:

1 866 434 - 9197

Degree Quality Assessment Board (DQAB):

The Minister of Advanced Education has appointed a Degree Quality Assessment Board and has established criteria, in consultation with the board, to be applied when a private or an out-of-province public institution applies for consent to provide degree programs or use the word “university” in British Columbia.

Degree Quality Assessment Board Secretariat

Ministry of Advanced Education

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

Phone: 250 387 - 5163

SUGGESTED RESOURCES FOR INCLUSION IN STUDENT ENTRANCE AND EXIT PACKAGES

Below is a list of suggested resources that an educational institution may want to include in an Entrance or Exit package for students and have available for students at their schools.

Entrance Package	Exit Package
StudentAid BC Application package including the Student Guide and Instructions from www.studentaidbc.ca	Canada Student Loan websites www.canlearn.ca
Budget forms (sample displayed in this manual)	B.C. Student Loan Service Bureau website www.bcslservicebureau.com
Student Obligations form-attendance (sample displayed in this manual).	BCSL reference cards available from www.studentaidbc.ca
Full-Time Students- Are You Eligible For a Government Student Loan brochure from www.studentaidbc.ca	B.C. Interest Relief Application and other debt management forms from www.studentaidbc.ca
Part-Time Students- Are You A Part-Time Student brochure from www.studentaidbc.ca	B.C. Guide to Repayment brochure from www.studentaidbc.ca
Funding Options for Post-Secondary-How Will You Pay For Your Post-Secondary Education brochure from www.studentaidbc.ca	It's Time To Start Repaying Your Student Loan brochure. Request from HRDC by email pub@hrdc-drhc.gc.ca
Students With Permanent Disabilities-Are You A Student With a Permanent Disability? Brochure from www.studentaidbc.ca	Student Loan Contact List for Repayment (displayed in this manual)
Student Obligations form-repayment (sample displayed in this manual)	Exit Interview form-repayment (sample displayed in this manual)
Your school's card with e-mail address, phone number and school contact person's name.	Your school's card with e-mail address, phone number and school contact person's name.

Forms and Brochures are subject to change. Check your stock to make sure it reflects current information. To order forms and brochures, contact the Forms Distribution Clerk or use the online service on the STUDENTAID BC website www.studentaidbc.ca (Click on Find a Form).

Section 2 – Designated School Status

Responsibilities:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

To earn and to maintain the privilege of designated status for their institution, school officials must actively monitor all StudentAid BC applicants and provide quality assurance with respect to all documents and processes. School officials are expected to exercise sound judgement in the administration of StudentAid BC to ensure that the interests of taxpayers are protected. School officials must take appropriate action at the earliest opportunity to prevent over-assessment, over-payments, student loan default and fraud.

School officials should develop student retention strategies at their schools focusing on a student's successful completion. Students who complete their programs are much more likely to find employment, to repay their student loans and to avoid defaulting. Schools with continuous, high default rates are at risk of losing their designation status. School officials are advised to provide pre-enrolment information about StudentAid BC to prospective students. School officials should provide counselling to their students throughout the study period and after studies end relating to student loan repayment obligations and options to avoid default. Please refer to the "Examples of Student Loan Repayment Strategies" available at www.studentaidbc.ca

Private institutions must be very clear in their communication with their students regarding the possibility of transferring credit to a public institution for courses or programs completed at a private institution. Institutions must avoid making false, exaggerated or misleading claims about the transferability of their courses or programs either verbally or in any print or electronic publications. If any articulation agreements exist between the private institution and a public institution, all relevant details should be accurately described.

School officials must frequently review their program's adequacy in response to the current labour market demands.

Schools may choose to have their student's StudentAid BC funding disbursed on to students under one of the three disbursement models. Normally, students receive 60% of their total funding up front and 40% at the mid point of studies. Under Model 1, students can get equal monthly disbursements throughout the study period on the 1st day of each month. Under Model 2, the student can receive 50-60% of their total funding up front and then receive monthly disbursements from the mid point of studies or at the beginning of the 2nd term of studies. School officials who are interested in this process must make their request in writing, on school letterhead to the Designation Administrator at StudentAid BC, see contact list.

SECTION 2 – DESIGNATED SCHOOL STATUS

School officials must not complete any StudentAid BC applications on behalf of students, a parent or a spouse. School officials must not access a student's StudentAid BC information from the StudentAid BC website or from StudentAid BC staff without permission from the student. The student is ultimately responsible and accountable for all personal information provided.

School and student records are subject to audit to ensure compliance with StudentAid BC policy, procedures and criteria. It is expected that all school and student records will coincide with the information supplied to StudentAid BC.

Failure by school officials to follow the procedures outlined in the Designation Agreement, the StudentAid BC Policy and Procedures Manual and this manual or any other actions that jeopardize the integrity of the StudentAid BC program may result in revoked designation or other restrictions being imposed on the school.

Confidentiality:

School owners should ensure that their staff are familiar with the PIPA confidentiality laws and regulations when managing student files and records and when accessing student personal information.

Personal Information Protection Act (PIPA):

Website <http://www.msar.gov.bc.ca/privacyaccess/Privacy/>

The *Personal Information Protection Act* (PIPA) became law on January 1, 2004. The Act protects individual privacy by requiring private-sector organizations to obtain consent for the collection, use and disclosure of personal information in most cases, and provides individuals with a right of access to their own personal information.

Some examples of the organizations to which PIPA is expected to apply to include:

- non-profit organizations;
- trade unions;
- **private schools;**
- partnerships;
- corporations;
- unincorporated associations;
- professional regulatory associations;
- any individual acting in a commercial capacity;
- any individual acting on behalf of a corporation, unincorporated; association, trade union or partnership.

Refer to the StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility for additional resources.



StudentAidBC

REQUEST FOR DESIGNATION OF A POST-SECONDARY INSTITUTION

SCHOOL INFORMATION (please print clearly)

SCHOOL NAME

PREVIOUS NAME OF SCHOOL (IF APPLICABLE)

SCHOOL ADDRESS

STREET

CITY

POSTAL CODE

SCHOOL CONTACT

E-MAIL

PHONE NUMBER

AREA CODE

NUMBER

FAX NUMBER

AREA CODE

NUMBER

PROGRAM OF STUDY NOTE: A SCHOOL BECOMING DESIGNATED DOES NOT MEAN ALL ITS PROGRAMS ARE ELIGIBLE

IF ALL SCHOOL INFORMATION IS NOT COMPLETE, YOUR REQUEST WILL NOT BE PROCESSED

REQUESTED BY:

SCHOOL

OR:

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

ADDRESS

STREET

CITY

POSTAL CODE

PHONE NUMBER

AREA CODE

NUMBER

E-MAIL

Please return this form to:

Ministry of Advanced Education
StudentAid BC

PO Box 9173 Stn Prov Govt
Victoria BC V9W 9H7

Phone: 250 387-6100 (outside North America)
Toll-free 1-800-561-1818

Fax: 250 356-9455 Toll-free 1-866-312-3322

The Ministry of Advanced Education will ask the school named above for information needed to proceed with the designation.

The designation process may take several weeks. StudentAid BC will not accept applications for financial aid until a student's school has been approved for designation, and no assistance will be issued retroactively to students who have enrolled in studies at a non-designated school.



DESIGNATION QUESTIONNAIRE

SCHOOL INFORMATION

SCHOOL NAME

SCHOOL CODE

SCHOOL ADDRESS

STREET

CITY

POSTAL CODE

SCHOOL CONTACT

EMAIL

PHONE NUMBER

AREA CODE

NUMBER

FAX NUMBER

AREA CODE

NUMBER

INTERNET URL

DATE SCHOOL COMMENCED FIRST INSTRUCTIONAL CLASS

YEAR

MONTH

DAY

OWNERSHIP

 PUBLIC PRIVATE

ADMISSION REQUIREMENTS:

AGE

NAME OF OWNER

OR

EDUCATION LEVEL

HOURS OF OPERATION

PROGRAM INFORMATION

PROGRAM OF STUDY

NUMBER OF WEEKS IN PROGRAM

 WEEKS

SCHOOL CLOSURES

REASON

NUMBER OF DAYS

DELIVERY METHODS:

ON - SITE YES NO
FULL - TIME YES NO

OTHER (eg. E-Learning/Online) YES NO
PART-TIME YES NO

CREDENTIALS OFFERED:

CERTIFICATE BACHELOR DIPLOMA GRADUATE

OTHER (SPECIFY)

ACCREDITATION

DATE OF ACCREDITATION:

YEAR MONTH DAY

Private Career Training Institutions Agency

YES NO

Degree Quality Assessment Board

YES NO

ACU Commonwealth Universities Year Book

YES NO

International Handbook of Universities

YES NO

International Association of Universities

YES NO

The World of Learning

YES NO

Accredited Institutions of Postsecondary Education

YES NO

Title IV Designation Code (FAFSA)

YES NO

Requirements:

Refer to the StudentAid BC Policy and Procedures manual Chapter: Program Eligibility.

StudentAid BC will approve funding only for students enrolled in programs of study identified by the school as meeting the StudentAid BC program eligibility criteria.

School owners, directors or managers of post-secondary institutions designated by StudentAid BC are required to determine program eligibility, based on StudentAid BC program requirements.

School officials must complete the Program Eligibility Declaration (PED) form to evaluate and ensure that the program of study meets StudentAid BC eligibility criteria.

When the form is completed and the school has established that the program is eligible for StudentAid BC, the school must submit the completed Program Eligibility Declaration form to the StudentAid BC office to demonstrate eligibility. Copies of this document must be retained by the school for verification purposes.

PED forms can be printed from the StudentAid BC website at www.studentaidbc.ca (Click on the School Officials link) or contact StudentAid BC toll free in Canada/USA 1-800-561-1818 or from outside North America 250-387-6100.

Program Accreditation:

All programs at B.C. private institutions must be accredited by an authorized accrediting body such as the Private Career Training Institutions Agency (PCTIA), the Degree Quality Assessment Board (DQAB) or by an Act under which the school was created. Programs approved by PCTIA are normally hours based and vocational or technical in nature. Post secondary programs approved by the DQAB are typically for numeric credit, considered academic and are listed in the British Columbia Transfer Guide.

For information on credit transfer between post-secondary institutions, check the website for the B.C. Transfer Guide at www.bctransferguide.ca

Program Codes:

All schools are responsible for assigning a distinct and accurate program code to each eligible program they offer. These program codes can be found on the StudentAid BC website at www.studentaidbc.ca (Click on School Officials link and look for Program Code Search).

These specific program codes will identify the program of studies on the student's Appendix 3 that will be attached to the StudentAid BC application.

For assistance with program codes, contact the Designation Administrator or your Compliance Officer:

Designation Administrator -	Pam Lacey	250-952-6374
Compliance Administrator -	Mike Colter	250-387-6133
Compliance Officers -	Carl Ensom	250-953-4373
	Trina Cushner	250-356-5937
	Ingrid Thorleifson	250-387-7450

Annual Renewal:

On a yearly basis, each designated, private post-secondary institution in B.C. is required to supply StudentAid BC with a designation package prior to the availability of applications for the new program year containing:

- A signed Designation Agreement; and
- A completed Program Eligibility Declaration (PED) form for each eligible program of study being offered at that specific institution.
- Proof of PCTIA or DQAB accreditation/authorization

Students attending designated private institutions will not be eligible to receive StudentAid BC funding for the new program year until StudentAid BC receives the annual designation package from the school and the eligible PED forms are processed.

It is recommended that school officials review the Designation Agreement, the StudentAid BC Policy Manual and the StudentAid BC Administration Manual prior to completing and submitting the Program Eligibility Declaration form.

For the 2012/2013 program year (for classes starting between August 1, 2012 and July 31, 2013) there is a procedural change to the submission of PED forms. To ensure a program is eligible for StudentAid BC funding, it is recommended that schools submit PED forms for the 2012/2013 program year by April 15, 2012 to allow sufficient time for processing prior to the applications becoming available for the new program year (early June).

PED forms submitted after April 15, 2012 will continue to be accepted, including changes throughout the program year.

Changes to Existing Programs:

Revisions to existing programs require completion of the Program Eligibility Declaration (PED) form to ensure that the program continues to meet StudentAid BC eligibility criteria.

School administrators are required to notify StudentAid BC of any amendments or revisions to existing StudentAid BC designated programs by submitting a new PED form.

Revisions or amendments to programs must be pre-approved by the Private Career Training Institutions Agency (PCTIA) or the Degree Quality Assessment Board. PCTIA approved programs must be listed on the PCTIA web-site.

Schools must retain a completed copy of the Program Eligibility Declaration form for the revised program at their school for verification purposes.

What changes should be reported?

During the program year, any changes to the information originally submitted on a PED form are required to be reported. E.g. tuition amounts, start and end dates, break duration, etc.

To report this information use the appropriate PED form and complete:

- Identification Section
- School Official Signature and date, and
- The change to be reported.

For example, if the tuition amount is now changed, question 21 a) would be the only field required on a revised PED, in addition to the identification, signature and date sections.

Completing the 2012/2013 Program Eligibility Declaration Form:

The following instructions are to be used when completing the 2012/2013 program year (for classes starting between August 1, 2012 and July 31, 2013) Program Eligibility Declaration (PED) form. Instructions for completing PED forms for previous program years are included in the StudentAid BC Administration Manual for the program year in question.

When completing the 2012/2013 PED form, please ensure to:

- Complete all sections of the form
- Use the proper PED form for the year it is being declared
- Use an original form; do not photocopy last year's form
- Use complete dates in the YY/MM/DD format
- For 2012/2013, StudentAid BC requires a completed PED for every program offered that meets StudentAid BC eligibility requirements
- When completing the PED form, please refer to the exact program name and information as provided by your regulating authority (PCTIA, ICBC, DQAB). PED forms for programs that do not exactly match the information provided by the regulating authority may be deemed ineligible for StudentAid BC funding.
- When entering values for credits, hours or days round up/down to the nearest whole number. Do not use decimals, e.g. for 13.4 enter 13, or for 13.6 enter 14.

Completing the Identification Section

- 1) Provide the following school information:
 - a) School code assigned by StudentAid BC
 - b) Full name of the school.
- 2) Provide program code information:
 - a) Program code. This code is assigned by StudentAid BC and should remain constant from year to year; if a new code is required for a new program, school officials can determine the code following instructions on the StudentAid BC website, under the school officials link or by phoning the Compliance Officer assigned to their school.
 - b) Name of the program. The name provided on the PED form should exactly match the program name approved by PCTIA, ICBC or DQAB. If the program name indicated on the PED form does not exactly match the

regulating authority program name, students may be ineligible to receive StudentAid BC funding until the issue is resolved.

Previous Name. If there was a different name for the program on previous declarations, please include the previous name of the program.

- 3) Provide information on the year of the program being declared on the PED form

Multi-year programs, where a credential or certificate can be offered at the end of each year, are usually registered individually with PCTIA and StudentAid BC would assign a unique program code. In the case of a 3 year program, the PED for each year must be completed as follows:

- Year one: 1 of 1
- Year two: 2 of 2
- Year three: 3 of 3

Completing Section 1 - School Information

- 4) Provide the full street address of the location where the program administration will be delivered.
- 5) Provide the City or Town location
- 6) Provide the Province (e.g. BC)
- 7) Provide the Postal Code
- 8) Provide the phone number including the area code
- 9) Provide the fax number including the area code

Completing Section 2 – Program Details

- 10) Provide the name of the Regulating Authority which accredited this program (PCTIA, ICBC, DQAB, ITA, etc.)

Only include the name of the regulating authority which provided accreditation as required by StudentAid BC, such as:

- a) Degree Quality Assessment Board (DQAB),
- b) Private Career Training Institutions Agency (PCTIA),
- c) Insurance Corporation of British Columbia (ICBC) for driving schools only,
- d) Industry Training Authority (ITA) or
- e) Your own enabling act.

If your school has received certification from other external bodies do not include those.

- 11) Provide the NOC (National Occupational Code) for this program, which is available from the regulating authority.
- 12) Provide the credential that will be earned by the student upon completion of this program. If you select d) Other - enter the type of credential in the space provided.
- 13) Provide the **total** length of the program including all of the years in the program, both in
 - a) weeks, **and**
 - b) hours.

Include all types of practice education (e.g. practicum, clinical requirements, preceptorships, internship, externship and paid work terms). Do not include time for school breaks.

For example, if your program has 40 weeks of in-school instruction (20 hours per week) followed by 25 weeks of clinical requirements (30 hours per week), then the total number of weeks is 65 weeks, and the total number of hours is 1550. (You would have to complete two forms - one for each year of the program.).

Completing Information about the Year of the Program

- 14) Identify the delivery method of the program that is being reported on the PED form.
- 15) Identify the number of hours in each type of practice education for this year of the program. Enter zero hours for a type of practice education that is not included in this year of the program.

Each type of practice education must not exceed the maximum allowed by StudentAid BC policy. Divide the practice education hours by the total number of hours in the program (entered in 13 - “Total Program Length”) to determine the percentage.

Further to the example in Question 13, if this year of the program includes 25 weeks of clinical requirements with 30 hours per week for a total of 750 hours, divide this by 1550 hours. This results in 48%, which is less than the 50% maximum allowed.

- 16) Identify the length of this year of the program. Provide the number of weeks:
 - a) without breaks, and
 - b) with breaks.

Keep in mind that the maximum length for any year of the program is 52 weeks including breaks.

For continuous intake programs, you will have multiple start and end dates (program intakes). To count the number of weeks use only one intake and choose the intake

with the longest break.

Correct count of weeks:

(16) LENGTH OF THIS YEAR OF THE PROGRAM (not to exceed 52 weeks): a) Weeks (excluding breaks) **30** ✓ b) Weeks (including breaks) **33** ✓

(17) HOURS OF STUDY IN THIS YEAR OF THE PROGRAM (INCLUDING PRACTICE EDUCATION): **760** Hours

(18) HOURS PROGRAM OFFERED (e.g. 8:00 am TO 5:00 pm)
 a) WEEKDAYS: 8:30 am TO 5:30 pm
 b) WEEKENDS: 8:30 am TO 9:30 pm

(19) SCHEDULED SCHOOL BREAKS

	START DATE (YY / MM / DD)	END DATE (YY / MM / DD)	
a) CALENDAR YEAR-END:	1 2 1 2 2 4	TO 1 3 0 1 0 7	= 2wks
b) <i>Dates are prior to program year (Aug 1, 2012 to Jul 31, 2013)</i>	1 2 0 7 1 6	TO 1 2 0 7 2 7	= 1wk
c)	1 3 0 3 2 5	TO 1 3 0 3 2 9	= 1wk
d)	1 3 0 8 0 6	TO 1 3 0 8 0 9	= 1wk
e) <i>Dates are after program year (Aug 1, 2012 to Jul 31, 2013)</i>		TO	

(20) CONTINUOUS ENTRY: YES NO (PROVIDE DATES BELOW)

	START DATE (YY / MM / DD)	END DATE (YY / MM / DD)	
a)	1 2 0 7 0 2	TO 1 3 0 2 1 1	32 wks
b)	1 2 0 8 0 6	TO 1 3 0 3 1 8	32 wks
c)	1 2 0 9 0 3	TO 1 3 0 4 1 9	33 wks
d)	1 2 1 0 0 1	TO 1 3 0 5 1 7	33 wks
e)	1 2 1 1 0 5	TO 1 3 0 6 2 1	33 wks
f)	1 3 0 2 0 4	TO 1 3 0 6 1 7	33 wks

(21) EDUCATION COSTS (approved by Regulating Authority)

a) ACTUAL TUITION	\$15000.00
b) MANDATORY FEES	\$1500.00
c) PROGRAM RELATED COSTS	\$200.00
d) EXCEPTIONAL EXPENSES	\$0.00

Incorrect count of weeks:

(16) LENGTH OF THIS YEAR OF THE PROGRAM (not to exceed 52 weeks): a) Weeks (excluding breaks) **30** ✓ b) Weeks (including breaks) **35** ✗

(17) HOURS OF STUDY IN THIS YEAR OF THE PROGRAM (INCLUDING PRACTICE EDUCATION): **760** Hours

(18) HOURS PROGRAM OFFERED (e.g. 8:00 am TO 5:00 pm)
 a) WEEKDAYS: 8:30 am TO 5:30 pm
 b) WEEKENDS: 8:30 am TO 9:30 pm

(19) SCHEDULED SCHOOL BREAKS

	START DATE (YY / MM / DD)	END DATE (YY / MM / DD)	
a) CALENDAR YEAR-END:	1 2 1 2 2 4	TO 1 3 0 1 0 7	= 2wks
b) <i>Dates are prior to program year (Aug 1, 2012 to Jul 31, 2013)</i>	1 2 0 7 1 6	TO 1 2 0 7 2 7	= 1wk
c)	1 3 0 3 2 5	TO 1 3 0 3 2 9	= 1wk
d)	1 3 0 8 0 6	TO 1 3 0 8 0 9	= 1wk
e) <i>Dates are after program year (Aug 1, 2012 to Jul 31, 2013)</i>		TO	

(20) CONTINUOUS ENTRY: YES NO (PROVIDE DATES BELOW)

	START DATE (YY / MM / DD)	END DATE (YY / MM / DD)	
a)	1 2 0 7 0 2	TO 1 3 0 2 1 1	32 wks
b)	1 2 0 8 0 6	TO 1 3 0 3 1 8	32 wks
c)	1 2 0 9 0 3	TO 1 3 0 4 1 9	33 wks
d)	1 2 1 0 0 1	TO 1 3 0 5 1 7	33 wks
e)	1 2 1 1 0 5	TO 1 3 0 6 2 1	33 wks
f)	1 3 0 2 0 4	TO 1 3 0 6 1 7	33 wks

(21) EDUCATION COSTS (approved by Regulating Authority)

a) ACTUAL TUITION	\$15000.00
b) MANDATORY FEES	\$1500.00
c) PROGRAM RELATED COSTS	\$200.00
d) EXCEPTIONAL EXPENSES	\$0.00

17) Identify the number of hours of study for this year of the program. Include in the total hours, all hours for all types of practice education (e.g. practicum, clinical requirements, preceptorships, internship, externship and paid work terms). Do not include time for school breaks.

18) Identify the hours during which this year of the program is offered by the school, for both:

- a) weekdays (Monday through Friday) extending into the evening (if offered) and,
- b) weekends (Saturday and Sunday).

Schools that have daytime and evening programs should use the earliest time of day and the latest time of day that the program is offered: E.g. A school has the following schedule:

- Monday to Friday from 9:00 am - 1:00 pm and from 1:00 pm - 5:00 pm, and
- Saturdays from 9:00 am to 1:00 pm.

In this case, the PED must state:

(18) HOURS PROGRAM OFFERED (e.g. 8:00 am TO 5:00 pm)		
a) WEEKDAYS:	<u>9:00 am</u>	TO <u>5:00 pm</u>
b) WEEKENDS:	<u>9:00 am</u>	TO <u>1:00 pm</u>

- 19) Identify each of the scheduled breaks that are planned for this year of the program. If there will be more than 5 breaks, please include the information in Question 44) “Additional Information”.

Remember that each school break cannot be more than two weeks, except for the calendar year-end break that can be three weeks long.

Do not include break dates that are prior or after the study period.

For example, if the program dates are September 4, 2012 - April 26, 2013, and the school has the following breaks:

- December 24, 2012 - January 6, 2013 (calendar year-end)
- February 25 - 29, 2013 (spring break)
- June - August (summer break)

For the example above, do not include the summer break as the break dates are after the program end date.

- 20) Identify if this year of the program will have continuous entry into the program or not. If it does not, provide the start and end dates of the sessions offered. If there are more than six start and end dates, please include the information in Question 44) “Additional Information”.
- 21) Identify the education costs for this year of the program. Report the costs that have been approved by the appropriate regulating authority. Include costs for:
- a) tuition,
 - b) mandatory fees
 - c) program related costs, and
 - d) exceptional expenses

Refer to the StudentAid BC policy manual for a breakdown of each cost.

22) Provide a brief description of the program.

Completion of the “Description of Program” section is required to assist in assigning a Classification of Instructional (CIP) code to programs and courses at your institution. The CIP code system is used for government research, reporting and statistical purposes.

School officials are required to provide a simple but detailed explanation of the program or course content and subject matter as shown below.

Below are examples of wording from the two CIP code groups, Construction Trades and Business/Commerce.

CIP Code 46.0000 Construction Trades

Instructional programs that prepare individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties. These programs include courses in masonry, carpentry, electrical and power transmission installation, building/construction finishing, management, inspection and other construction related applications.

Example Program Names:

- Construction
- Construction trades
- General construction
- Home building
- Residential construction

Exclusions:

- Construction engineering (see 14.3301)
- Construction engineering technician (see 15.1001)
- Construction drafting (see 15.1303)
- Heavy construction equipment operator (see 49.0202)
- Construction management (see 52.2001)

CIP Code 52.000 Business/Commerce

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

Further information on the Classification of Instructional Programs (CIP) 2000 code system can be found at the Statistics Canada website
<http://www.statcan.ca/english/Subjects/Standard/instruction/cip-2000-intro.htm>.

Completing Section 3 - Declaration

For this section mark the appropriate box for each question.

- 1) “The program is offered at a full-time (100 percent) course load.”

Full-time is defined by the school but the minimum delivery for StudentAid BC eligible vocational/technical programs of study must be 20 instructional hours per week. Programs must be offered and have students attending onsite in a full-time (100 percent course load) basis.

- 2) “The program is at the post-secondary level.”

Requires that all students must be graduates from secondary school (or equivalent) or must be minimum age 19 prior to the start of classes.

These entrance requirements must be applicable to all students not just those applying for StudentAid BC assistance.

- 3) “A formal post-secondary credential will be issued by the institution.”

Graduated students must receive Certification in their field of study, a Diploma or a Degree. Certificates of Completion are not acceptable as credentials.

- 4) “The program, in its current format, is approved by the appropriate regulating authority”.

Identify the name of the regulating authority that has approved this program. It may be the Private Career Training Institutions Agency (PCTIA), the Degree Quality Assessment Board (DQAB) or another recognized accrediting body. Programs for schools created under an Act of the B.C. Legislature must be specified in the Act. Where the name of the program, duration, tuition costs, book costs, instrument costs or fees have been reported to one of the above bodies, the information on the Program Eligibility Declaration form must be the same.

Approval from the recognized accrediting body must be obtained prior to applying for StudentAid BC designation.

- 5) “The program is at least 12 weeks in length”.

The program must also provide a minimum of 240 instructional hours (with the exception of aviation programs). The program must be at least 12 weeks when taken full-time (100 percent course load). Statutory holidays or school breaks must not be included when responding to this statement.

- 6) “Any break in study will not exceed the StudentAid BC allowable (no more than two (2) consecutive weeks, three (3) over calendar year-end).”

Two weeks is the maximum allowable vacation break with the exception of a break of three weeks which would straddle December/January (subject to #7 following).

- 7) “The total breaks in study period will not be more than 10 percent of the study period weeks.”

The total breaks in study cannot exceed 10 percent of the overall length of the program. If a program is 20 weeks in length, including breaks, the maximum break is two weeks.

- 8) “If this is a vocational/technical program...”

Indicate how many instructional hours per week there are in the program and whether the number of hours is standard for the institution. Include only hours of instructor led classes and lab hours where an instructor is present.

- 9) “If this is a program for academic credit...”

Indicate how many credits are earned and whether that amount is standard for the institution. **Note:** only schools with credits recognized by the B.C. Council on Admissions and Transfer - www.bccat.bc.ca can consider themselves “academic” in this context.

- 10) “The published minimum entrance requirements are 19 years of age prior to the start of the study period or graduation from grade 12 (or equivalent).”

Refers to an admissions policy published in the institution’s calendar, brochures, on its web-site or in the media. Accepting students into a program without having established this minimum may result in the program being declared ineligible for StudentAid BC funding.

- 11) “If the program is delivered off-site, via distance, correspondence or other off-site method, it meets an equivalency described below”

Select one or more equivalencies that this program meets: a), b) or c). Programs must meet the full-time criteria.

- 12) “If this is a Partnership/Joint program, the student is registered and pays all required fees to your institution.”

Only your school will perform the following; register the student, collect tuition and fees and issue the student’s credential. The second school may issue a separate credential.

- 13) “If a partnership, the second school is designated/accredited for StudentAid BC purposes.”

Must be accredited by the Private Career Training Institutions Agency or approved by the Degree Quality Assessment Board, or another recognized accrediting body, and be designated by StudentAid BC.

- a) You must enter the name of the other school in the space provided.

Practicum (Unpaid):

If the program does not have a practicum, select “N/A” and do not answer the questions on this section.

- 14) “The practicum component is a mandatory requirement to obtain the credential.”

Practicum activities must be part of the program that leads to the credential. The practicum experience must be related to the student’s field of study. If the practicum is not required to receive the credential, it is not eligible for StudentAid BC funding.

- 15) “The practicum is not more than 20 percent of the total program hours.”

For example, if the program length (including practicum) is 1000 hours, the practicum must not exceed 200 hours.

If the practicum does exceed the allowed 20% and it has been approved by the regulating authority, answer ‘YES’ and attach the approval document from the regulatory/governing body requiring the higher practicum.

- 16) “The students are unpaid.”

Students are not paid any remuneration by the practicum host for their participation during their practicum.

- 17) “The students are supervised and evaluated by the practicum host.”

All monitoring done by the practicum host, including attendance and evaluations, must be documented and submitted to the school and forms part of the student’s final grade. The student must be supervised and evaluated by a qualified

practitioner.

- 18) “The students will be monitored by the instructor/institution.”

The school is responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks.

Students are required to follow StudentAid BC attendance/course load policy while on their practicum. All monitoring done by the school, including attendance and evaluations, must be documented and kept in the student administration file at the school.

Clinical Placement (Unpaid):

If the program does not have a clinical placement, select “N/A” and do not answer the questions on this section.

- 19) “The clinical placement component is a mandatory requirement to obtain the credential.”

Clinical placement activity must be part of the program that leads to the credential. The placement experience must be related to the student’s field of study. If the placement is not required to receive the credential, it is not eligible for StudentAid BC funding.

- 20) “The clinical placement is not more than 50 percent of the total program hours.”

If the total program length (including placement) is 1000 hours, the placement cannot be more than 500 hours.

- 21) “The students are unpaid.”

Students are not paid any remuneration by the clinical placement host for their participation during their placement.

- 22) “The instructor/student ratio is 1:8 or less.”

Placement supervisors are limited to eight students per session. Note: a ration of up to 1:12 will be considered on an exception basis by submitting a formal request to the Designation Administrator at StudentAid BC.

- 23) “The clinical placement is in a real-life setting under the immediate supervision of a fully qualified individual.”

The student participates fully with hands on experience. The student is supervised by someone qualified in the field of study.

24) The students will be monitored by the instructor/institution.”

The school is responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks.

Students are required to follow StudentAid BC attendance/course load policy while on their preceptorship. All monitoring done by the school, including attendance and evaluations, must be documented and kept in the student administration file at your school.

Preceptorship (Unpaid):

If the program does not have a preceptorship, select “N/A” and do not answer the questions on this section.

25) “The preceptorship component is a mandatory requirement to obtain the credential.”

The preceptorship activity must be part of the program that leads to the credential. The preceptorship experience must be related to the student’s field of study. If the preceptorship is not required to receive the credential, it is not eligible for StudentAid BC funding.

26) “The preceptorship is not more than 10 percent of the total program hours.”

If the total program length (including preceptorship) is 1000 hours, the preceptorship cannot be more than 100 hours.

27) “The students are unpaid.”

Students are not paid any remuneration by the host for their participation during their preceptorship.

28) “The preceptorship is in a real-life setting under the immediate supervision of a fully qualified individual.”

The student participates fully with hands on experience. This is the student’s final participation period which is supervised by someone qualified in the field of study.

29) “The students will be monitored by the instructor/institution.”

The school is responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks. At least one of the monitors must be at the host location while the others can be via telephone, e-mail or fax.

Students are required to follow StudentAid BC attendance/course load policy while on their preceptorship. All monitoring done by the school, including attendance and evaluations, must be documented and kept in the student administration file at the school.

Pre-accreditation Internship/Externship (Unpaid):

If the program does not have a pre-accreditation internship/externship, select “N/A” and do not answer the questions for this section.

- 30) “The internship/externship component is a mandatory requirement to obtain the credential.”

The pre-accreditation internship or externship activity must be part of the program that leads to the credential. The experience must be related to the student’s field of study. If the internship or externship is not required to receive the credential, it is not eligible for StudentAid BC funding.

- 31) “The internship/externship is not more than 20 percent of the total program hours.”

If the total program length (including internship or externship) is 1000 hours, the internship or externship cannot be more than 200 hours.

- 32) “The students are unpaid.”

Students are not paid any remuneration by the host for their participation during their internship or externship.

- 33) “The internship or externship is in a real-life setting under the immediate supervision of a fully qualified individual.”

The student participates fully with hands on experience. The student is supervised by someone qualified in the field of study.

- 34) The students will be monitored by the instructor/institution.”

The school is responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks.

Students are required to follow StudentAid BC attendance/course load policy while on their preceptorship. All monitoring done by the school, including attendance and evaluations, must be documented and kept in the student administration file at your school.

Paid Work Term (Co-op Education):

If the program does not have a paid work term, select “N/A” and do not answer the questions for this section.

35) “Students will be paid at competitive rates for work performed.”

Students must be paid a competitive wage being offered in the community which is related to their program of study. Earnings must be reported by the student on their StudentAid BC application.

36) “The co-op work term is not more than 50 percent of the total program hours.”

For example, if the total program length (including paid work term) is 1000 hours, the work term is not more than 500 hours.

37) “Work assignments are related to the field of study and employer evaluations will be part of the institution records.”

All monitoring done by the employer, including attendance and evaluations, must be documented and submitted to the school and forms part of the student’s final grade. The work term experience must be related to the student’s field of study. The student must be supervised and evaluated by a qualified practitioner.

38) “Students progress and performance will be monitored by the institution in the form of onsite visits.”

The school is responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks.

Students are required to follow StudentAid BC attendance/course load policy while in their work term. All monitoring done by the school, including attendance and evaluations, must be documented and kept in the student administration file at the school.

Practice Education:

39) Combined Practice Education

If the program does not have any type of practice education, select “N/A” and do not answer the question for this section.

The total combined practice education (practicums, clinical placements, preceptorships, internships, externships, and work terms from Section 2 Question 15) does not exceed 50 per cent of the total program hours. (Exceptions can be made for medicine, nursing and dentistry. Institutions can request special dispensation from this restriction on an individual program basis and where governing bodies have different requirements.).

For StudentAid BC funding purposes, practice education components can be combined during the duration of a course of study.

If you have answered NO to any of the above questions, the program does NOT qualify for StudentAid BC funding.

Declaration Signature:

40) To ensure the Program Eligibility Declaration form can be processed by StudentAid BC it must include:

- a) The name and signature of a school official, and
- b) Date of completion

Please note that the electronic signatures are acceptable, as long as it belongs to the appropriate school official.

Completing Section 4 - Additional Information

On questions 41) to 43) Please provide the full address of any satellite or learning site locations where this program (or this year of a multi-year program) will be delivered other than the main campus of the institution.

44) Additional Information

If you have any other information about the program to help SABC determine or confirm that it is eligible for StudentAid BC funding purposes, then provide it in the space provided.

Things to remember to avoid processing delays



Program Eligibility Declaration

For BC Private Post-Secondary Schools

IDENTIFICATION SECTION (ALL THREE QUESTIONS MUST BE ANSWERED)

(01) SCHOOL: a) SABC CODE: b) SCHOOL NAME: _____

(02) PROGRAM: a) SABC CODE: b) PROGRAM NAME: _____
(approved by regulating authority)

(03) YEAR **OF** **YEARS** PREVIOUS NAME: _____

SECTION 1 – SCHOOL INFORMATION

(04) SCHOOL ADDRESS

(05) CITY/TOWN **(06) PROVINCE** **(07) POSTAL CODE**

(08) PHONE NUMBER **(09) FAX NUMBER**

AREA CODE NUMBER AREA CODE NUMBER

SECTION 2 – PROGRAM DETAILS

(10) REGULATING AUTHORITY: _____ **(11) NOC CODE:** _____
(if applicable)

(12) CREDENTIAL: a) DIPLOMA b) CERTIFICATE c) DEGREE d) OTHER (Specify) _____

(13) TOTAL PROGRAM LENGTH: (all years, excluding breaks and including all practice education components): a) Weeks b) Hours

INFORMATION ABOUT THE YEAR OF THE PROGRAM

(14) DELIVERY METHOD a) FIXED PACED b) SELF PACED

(15) PRACTICE EDUCATION IN THIS YEAR OF THE PROGRAM (maximum is percentage of (13b) Total Program Length above):

a) PRACTICUM (MAX 20% of total) <input type="text"/> Hours	b) CLINICAL (MAX 50% of total) <input type="text"/> Hours	c) PRECEPTORSHIP (MAX 10% of total) <input type="text"/> Hours	d) INTERNSHIP / EXTERNSHIP (MAX 20% of total) <input type="text"/> Hours	e) PAID WORK TERM (MAX 50% of total) <input type="text"/> Hours
---	--	---	---	--

(16) LENGTH OF THIS YEAR OF THE PROGRAM (not to exceed 52 weeks): a) Weeks (excluding breaks) b) Weeks (including breaks)

(17) HOURS OF STUDY IN THIS YEAR OF THE PROGRAM (INCLUDING PRACTICE EDUCATION): Hours

(18) HOURS PROGRAM OFFERED (e.g. 8:00 am TO 5:00 pm)

a) WEEKDAYS: _____ TO _____

b) WEEKENDS: _____ TO _____

(19) SCHEDULED SCHOOL BREAKS

	START DATE (YY / MM / DD)	TO	END DATE (YY / MM / DD)
a) CALENDAR YEAR-END:	<input type="text"/>	TO	<input type="text"/>
b)	<input type="text"/>	TO	<input type="text"/>
c)	<input type="text"/>	TO	<input type="text"/>
d)	<input type="text"/>	TO	<input type="text"/>
e)	<input type="text"/>	TO	<input type="text"/>

(20) CONTINUOUS ENTRY: YES NO (PROVIDE DATES BELOW)

	START DATE (YY / MM / DD)	TO	END DATE (YY / MM / DD)
a)	<input type="text"/>	TO	<input type="text"/>
b)	<input type="text"/>	TO	<input type="text"/>
c)	<input type="text"/>	TO	<input type="text"/>
d)	<input type="text"/>	TO	<input type="text"/>
e)	<input type="text"/>	TO	<input type="text"/>
f)	<input type="text"/>	TO	<input type="text"/>

(21) EDUCATION COSTS (approved by Regulating Authority)

a) ACTUAL TUITION _____ .00

b) MANDATORY FEES _____ .00

c) PROGRAM RELATED COSTS _____ .00

d) EXCEPTIONAL EXPENSES _____ .00

(22) DESCRIPTION OF PROGRAM:

OFFICE USE ONLY

SECTION 3 – DECLARATION

- (01)** The program is offered at a full-time (100 percent) course load. YES NO
- (02)** The program is at the post-secondary level. YES NO
- (03)** A formal post-secondary credential will be issued by the institution. YES NO
- (04)** The program, in its current format, is accredited by the appropriate regulating authority..... YES NO
- (05)** The program is at least 12 weeks in length. YES NO
- (06)** Any break in study will not exceed the StudentAid BC allowable (no more than two [2] consecutive weeks, three [3] over calendar year-end). YES NO
- (07)** The total breaks in study period will not be more than 10 percent of the study period weeks. YES NO
- (08)** If this is a vocational /technical program,
- a) How many instructional hours per week? Hours
 - b) Is this number of hours standard for the institution? YES NO
 - c) The program will have a minimum of 20 hours per week. YES NO
- (09)** If this is a program for academic credit,
- a) How many credits earned per term? Credits
 - b) Is the number of credits standard for the institution? YES NO
- (10)** The published minimum entrance requirements are 19 years of age prior to the start of the study period or graduation from grade 12 (or equivalent)? YES NO
- (11)** If the program is delivered off-site, via distance, correspondence or other off-site method, it meets an equivalency described below (indicate which)..... N/A YES NO
- a) An equivalent course (academic / vocational / technical) is delivered on-site. a)
 - b) The student earns the same number of credits in the same time period as students in other StudentAid BC eligible programs delivered on-site. b)
 - c) The student will earn academic credits recognized at another designated institution listed in the BC Transfer Guide or other acceptable articulation agreements from other jurisdictions. c)
- (12)** If this is a Partnership / Joint Program, the student is registered and pays all required fees to your institution. N/A YES NO
- (13)** If a partnership, the second school is designated / accredited for StudentAid BC purposes..... N/A YES NO
- a) Name of Partner

PRACTICUM (UNPAID)

N/A

- (14)** The practicum component is a mandatory requirement to obtain the credential..... YES NO
- (15)** The practicum is not more than 20 percent of the total program hours. YES NO
- (16)** The students are unpaid..... YES NO
- (17)** The students are supervised and evaluated by the practicum host..... YES NO
- (18)** The students will be monitored by the instructor/institution..... YES NO

CLINICAL PLACEMENT (UNPAID) N/A

- (19) The clinical placement component is a mandatory requirement to obtain the credential. YES NO
- (20) The clinical placement is not more than 50 percent of the total program hours. YES NO
- (21) The students are unpaid. YES NO
- (22) The instructor/student ratio is 1:8 or less. YES NO
- (23) The clinical placement is in a real-life setting under the immediate supervision of a fully qualified individual. YES NO
- (24) The students will be monitored by the instructor/institution. YES NO

PRECEPTORSHIP (UNPAID) N/A

- (25) The preceptorship component is a mandatory requirement to obtain the credential. YES NO
- (26) The preceptorship is not more than 10 percent of the total program hours. YES NO
- (27) The students are unpaid. YES NO
- (28) The preceptorship is in a real-life setting under the immediate supervision of a fully qualified individual. YES NO
- (29) The students will be monitored by the instructor/institution. YES NO

PRE-ACCREDITATION INTERNSHIP / EXTERNSHIP (UNPAID) N/A

- (30) The internship/externship component is a mandatory requirement to obtain the credential. YES NO
- (31) The internship/externship is not more than 20 percent of the total program hours. YES NO
- (32) The students are unpaid. YES NO
- (33) The internship/externship is in a real-life setting under the immediate supervision of a fully qualified individual. YES NO
- (34) The students will be monitored by the instructor/institution. YES NO

PAID WORK TERM (CO-OP EDUCATION) N/A

- (35) The students will be paid at competitive rates for work performed. YES NO
- (36) The co-op work term is not more than 50 percent of the total program hours. YES NO
- (37) Work assignments will be related to the field of study and employer evaluations will be part of the institution records. YES NO
- (38) Students progress and performance will be monitored by the institution in the form of on-site visits. YES NO

PRACTICE EDUCATION N/A

- (39) The total combined practice education (practicum, clinical placement, preceptorship, internship, externship and work term) does not exceed 50 percent of the total program hours. (Exceptions can be made for medicine, nursing and dentistry. Institutions can request special dispensation from this restriction on an individual program basis and where governing bodies have different requirements.) YES NO

DECLARATION SIGNATURE

(40) If you have answered NO to any of the above statements, the program does NOT qualify for StudentAid BC funding. If you answered YES to all questions (1-39) please complete a) and b) below, print, sign a) and send to StudentAid BC. Retain a copy for your records.

a) SIGNATURE OF SCHOOL OFFICIAL:

NAME OF SCHOOL OFFICIAL (printed):

b) DATE:

SECTION 4 – ADDITIONAL INFORMATION PROVIDED BY SCHOOL

Please provide the address of satellite locations and /or learning site locations.

(41) SCHOOL ADDRESS

CITY / TOWN

PROVINCE

POSTAL CODE

(42) SCHOOL ADDRESS

CITY / TOWN

PROVINCE

POSTAL CODE

(43) SCHOOL ADDRESS

CITY / TOWN

PROVINCE

POSTAL CODE

(44) ADDITIONAL INFORMATION:

Return To: StudentAid BC
Ministry of Advanced Education
P O Box 9883 Stn Prov Govt
Victoria BC V8W 9H7

1. Use the PED form appropriate for the program year and do not make modifications to the form. Forms with a different format will not be processed.
2. Write clearly. Illegible writing makes it hard to decipher information and may result in processing delays.
3. Answer all questions on the PED form
4. Use whole numbers for all numeric values (hours, costs, number of weeks, academic credits, etc.) E.g. 25.5 hours should be entered as 25 hours.
5. The December to January break must be reported as “Calendar Year-End break” on Section 2, Question 19. Remember to specify dates for other holidays or breaks.
6. Section 2, Question 20: Remember to mark “Yes” or “No” for continuous entry and provide the appropriate start and end dates.
7. Section 3, Question 39: Do not mark “N/A” if there is at least one type of practice education on section 2, question 15.

Section 4 - Student Entry

Role of the Post-secondary Institution

Designated post-secondary educational institutions have an important role in the student assistance process and have a responsibility in maintaining the integrity of British Columbia's StudentAid BC program.

A student's success at completing their program of studies and their success at obtaining employment after leaving studies are key factors in:

- Defining school success; and
- Limiting defaults on government student loans.

School officials should ensure that only qualified students who are sufficiently prepared are enrolled.

For basic student eligibility information refer to the StudentAid BC Policy & Procedures manual, the StudentAid BC Student Guide booklet or the "Examples of Student Loan Improvement Strategies" available on studentaidbc.ca.

Student Recruiting and Advertising:

Refer to StudentAid BC Policy and Procedures manual Chapter: Maintaining Eligibility, Appealing the Loss and Re-Designation. Specific reference to STUDENTAID BC can only appear in formal publications such as school calendars and brochures using only the following wording: "financial assistance may be available to eligible students".

School officials who receive compensation from the school for recruiting students must not use the title of "counsellor" or "admissions advisor". School staff members who are involved in marketing school programs are obliged to advise potential students of their association with a school if they receive commission for enrolment from the school.

Entrance Counseling:

Making the decision to go to school is an important commitment for a student. Entrance counselling plays an important role in student success and in the prevention of loan defaults.

Parents should be included during entrance counselling if the borrowers are dependent students.

School officials need to ensure that prior to the student registering there has been adequate dialogue between school counsellor and potential students to ensure the following:

- The program of interest meets the student’s objectives;
- The program prerequisites and entrance requirements have been met;
- The student has conducted market research and discussed with prospective employers the types of jobs and salary that the student can expect in their field of study;
- The program has kept up to employer and industry standards;
- The student has planned well in advance of their prospective start date to ensure that adequate finances, daycare, transportation etc. are in place;
- The student understands STUDENTAID BC attendance and participation requirements;
- The student understands refund and other policies affected by withdrawals;
- The student understands the importance of keeping copies of their STUDENTAID BC loan records/documentation, appendices and repayment information in a personal file at home;
- The student understands that they have a legal obligation to repay their student loans and understands the repercussions of defaulting; and
- School officials need to ensure that a student’s enrolment is based on the student’s interest and the value of the program of studies, not the amount of financial assistance that could become available to them.

It is recommended that schools design a “Student Obligations” form as part of their entrance counselling process. Student and counsellor would read and sign to acknowledge that the student has understood their obligations. A copy should be kept in the student’s file. See sample in this section.

Institutions should ensure that they collect sufficient contact information during the student enrolment process to ensure immediate contact of students who have attendance and/or progress issues. This would include alternate contact information such as a parent or sponsor.

Budgeting and Student Finances:

Financial difficulties can put students at risk for withdrawal and student loan default.

Students need to understand what their financial requirements will be for school costs and living expenses for the duration of the program. Preparatory counselling by school officials can assist the student in understanding the responsibilities involved in financing a post secondary education.

Completing a budget form will assist the student in determining how much money the student will need to pay study period costs. A budget form is available in the StudentAid BC Student Guide booklet, which is included with the paper application package, as a stand-alone booklet or to download and print from www.studentaidbc.ca, (Click on Find a Form). See sample of a budget form in this section.

Students should be made aware that there are maximum funding limits and be informed that not all students receive the maximum funding.

Here are the instructions to the student to complete the budget form.

Completing the following budget form will assist you in determining how much money you will need in order to pay for your study period costs. Be realistic in the incomes and costs that you use in completing the budget.

Note: not all students receive the maximum funding (refer to the StudentAid BC Student Guide booklet for maximum funding amounts).

Keep this Budget worksheet for your records, along with all documents relating to costs and resource as these may be audited. For example, you should retain the following types of documents: cancelled cheques, bank receipts and statements, Residential Tenancy Agreements, income tax returns, income statements, child support and spousal support payments and receipts, etc.

SECTION 4 – STUDENT ENTRY

STUDY PERIOD COSTS

MONTHLY COSTS	STUDENT	SPOUSE/COMMON-LAW PARTNER (IF APPLICABLE)
RENT/MORTGAGE		
FOOD		
UTILITIES		
TRANSPORTATION (BUS/GAS)		
MEDICAL & DENTAL		
CREDIT CARD PAYMENTS		
DAY-CARE COSTS (including child care subsidy)		
CHILD SUPPORT/ ALIMONY YOU PAY		
LOAN PAYMENTS		
MISC. EXPENSES		
OTHER		

TOTAL MONTHLY COSTS = \$ _____

MULTIPLY BY STUDY MONTHS X _____

STUDY PERIOD INCOME

MONTHLY INCOME	STUDENT	SPOUSE/COMMON-LAW PARTNER (IF APPLICABLE)
NET INCOME FROM WORK (TAKE HOME)		
MONEY FROM PARENTS		
CHILD CARE SUBSIDY		
CHILD/SPOUSAL SUPPORT		
CANADA EMPLOYMENT & IMMIGRATION		
EI, WCB, EPPD BENEFITS		
SPONSORED TUITION/ BOOKS		
INCOME ASSISTANCE (WELFARE)		
NATIVE BAND ALLOWANCE		
PENSION INCOME (CPP, ORPHANS, ETC.)		
B.C. FAMILY BONUS		
OTHER		

TOTAL MONTHLY INCOME = \$ _____

MULTIPLY BY STUDY MONTHS X _____

STUDY MONTHS = THE NUMBER OF MONTHS BETWEEN YOUR CLASS START AND END DATES

ONE TIME COSTS

ONE TIME COSTS	STUDENT	SPOUSE (IF APPLICABLE)
TUITION & FEES		
BOOKS/SUPPLIES		
INSURANCE (CAR, HOUSE RENTER'S)		
PROPERTY TAXES		
OTHER		

ADD ONE TIME COSTS = \$ _____

TOTAL STUDY PERIOD COSTS X _____

ONE TIME INCOME

ONE TIME INCOME	STUDENT	SPOUSE (IF APPLICABLE)
SAVINGS AT START OF CLASSES		
SALE OF ASSETS		
BURSARIES (SCHOOL/ PRIVATE)		
SCHOLARSHIPS		
OTHER		

ADD ONE TIME INCOME = \$ _____

TOTAL STUDY PERIOD INCOME X _____

StudentAid BC application process:

Refer to the StudentAid BC Policy and Procedures manual Chapter: Application and Adjudication.

Designated school staff are limited to only assisting students in understanding application forms and to referring students to STUDENTAID BC information sources. School officials must never complete or provide a response to any portion of the STUDENTAID BC application for the student, their parent, sponsor or spouse.

School staff should:

- Ensure that each student receives or accesses on-line, the entire and complete application package, including the STUDENTAID BC Student Guide booklet, all appendices and the Instructions booklet and inserts;
- Ensure that each student completes their own application;
- Ensure that the student is aware of the terms and conditions for receiving student assistance detailed in the Declaration section of the STUDENTAID BC application;
- Ensure that each student understands that by signing the application form, he or she is assuming full responsibility and accountability for the information in it;
- Remind each student that they are legally required to repay their loans and that their student loans will become a part of their financial history and may affect their future financial credit rating;
- Remind the student to keep STUDENTAID BC informed of any changes to their initial application information and of address changes; and
- Remind the student to keep a copy of all student loan documentation in a personal file at home for future reference.

The Application:

StudentAid BC Internet loan applications: www.studentaidbc.ca.

The British Columbia Ministry of Advanced Education has developed a computer on-line version of the paper STUDENTAID BC application. The STUDENTAID BC On-Line application process has been a success and STUDENTAID BC is currently inviting schools to participate in StudentAid BC On-Line. Designated schools interested in participating should contact the STUDENTAID BC office. See Contacts section of this manual.

- Students must complete the STUDENTAID BC on-line application themselves;

- School officials complete the Appendix 3 section. To retain a copy, you must print the Appendix 3 prior to submitting it on-line;
- If an Appendix 1 or 2 is required, it must be completed and submitted on-line. The Declaration page must be printed and signed by the appropriate parties to be submitted to the STUDENTAID BC office along with the printed and signed student Declaration. For privacy protection, STUDENTAID BC applications and Appendix 1 and 2s should not be kept in school files.

Paper applications:

If your school has on-line capability, please encourage your students to apply online.

To ensure that students receive their student assistance on the date classes start, school officials must make certain that sufficient time is given for the processing of paper STUDENTAID BC applications.

STUDENTAID BC applications received at the STUDENTAID BC office with errors or missing information can take up to 6 weeks to process. Reassessments to change the Appendix 3 information may also require 6 weeks to process.

- Students must complete the paper STUDENTAID BC application themselves;
- School officials complete the Appendix 3. (School officials should read the Instructions to School section prior to completing the Appendix 3 form);
- If an Appendix 1 or 2 is required, it must be completed by the appropriate parties and be submitted with the signed STUDENTAID BC application and attached Appendix 3;
- Students should be reminded to make and keep a copy of their application and appendixes for their personal files. For privacy protection, SABC applications and Appendix 1 and 2s should not be kept in school files.

Paper applications and stand-alone StudentAid BC Student Guide booklets can be viewed, printed or ordered from the StudentAid BC website at www.studentaidbc.ca (click on Find a Form) or students can call the STUDENTAID BC office.

Distance Education Eligibility:

The Ministry will provide StudentAid BC to eligible residents of B.C. enrolled in approved distance education, correspondence, online programs or other programs of study with non-traditional forms of delivery if the required conditions are met. Students can download a Confirmation of StudentAid BC Distance Education Eligibility form from www.studentaidbc.ca (click on Find a Form) or students can contact the STUDENTAID BC office to have a form mailed to them.

School officials must complete the form; attach the appropriate documentation outlined on the form and return all to the STUDENTAID BC office for approval. See the sample in this section.

Appendix 3 – School and Program Information:

Appendix 3 hard copy forms are included with the StudentAid BC application package or can be completed on-line by institutions with STUDENTAID BC On-Line computer access if the student made application on-line. For student file purposes, the school official must print the electronic Appendix 3 prior to submitting it on-line. Individual hard copy Appendix 3s can be ordered from the StudentAid BC office or www.studentaidbc.ca (Click on Find a Form).

The Appendix 3:

- Must contain only PCTIA approved and STUDENTAID BC eligible program information, programs approved by the Degree Quality Assessment Board and STUDENTAID BC eligible, or schools offering programs specified in their own Act.
- Can be submitted by hard copy or through the STUDENTAID BC Online computer system by schools with online access, but must be completed only by the signing officer whose sample signature has been provided to STUDENTAID BC with the Designation Agreement; and
- Must be consistent with the information stated on the student's enrolment contract with the school and reflect the information reported by the student on the STUDENTAID BC application.

Completing an Appendix 3:

Stamp of Seal of the School:

- Must be present to ensure the authenticity of the school completing the paper Appendix 3.

School Code:

- Is provided to designated schools by STUDENTAID BC.
- The code shows which school the student is registered at, will be attending and will receive their credential from.

Program Code:

- Must represent a STUDENTAID BC eligible program and be the same program for which the institution has submitted a completed Program Eligibility Declaration form to StudentAid BC.

Program / Faculty (line 15):

- Must be the same program with exact name that has been approved through the accreditation/designation or degree authorization process.

Date Classes Start (line 17):

- Indicates the date the student is actually going to begin attending classes and is the same date that is indicated on the student enrolment contract and that is entered by the student on the student's STUDENTAID BC application.

Date Classes End (line 18):

- Indicates the last day of required attendance to complete the program of studies and must be the same date as indicated on the student enrolment contract and that is entered by the student on the student's STUDENTAID BC application.
- This date cannot exceed 52 weeks from the date classes start. If a study period is greater than 52 weeks, the program should be split into two parts. Each study period must be a minimum of 12 consecutive weeks in length.

Total Weeks (line 19):

- The number of approved weeks in the program if taken at a 100 percent course load. This will include any study breaks and statutory holidays.

Student's Intended Course load (line 20):

- A course load from 60 percent to 100 percent will be considered full time (40 percent for students with permanent disabilities who have been approved by STUDENTAID BC to study at a reduced course load).
- A reduced course load results in a longer study period and increased debt load for a student.

Example: a 650 hour vocational program offered at 25 hours per week (100 percent) would require 26 weeks to complete (not including any allowable breaks in study).

- An 80 percent course load (20 hours per week) would require 32.5 weeks to complete.
- A 60 percent course load (15 hours per week) would require 43 weeks to complete.

Prior Learning Assessment (PLA) (line 20a):

- A student can be granted advanced academic standing based upon previous post secondary studies or an assessment of his or her prior learning.

- The student’s enrolment contract and the Appendix 3 should reflect any reduction in program length as well as any reduction in the tuition fee.
- PLA may also be reported if the student has re -enrolled in the program after a withdrawal and had received credit for a portion of the program previously successfully completed.
- The institution must place the official transcripts or the assessment method and results on which the prior learning assessment was made in the student’s file.

Year of Program (line 21):

- Indicates which year the student is registered in. If the duration of the entire program is less than 60 weeks, even if split into 2 periods of study, enter “1”.

Length of Program (line 22):

- Indicates the entire duration of the program. If the duration of the program is less than 60 weeks of study, enter “1”.

Correspondence/Distance Education Program (line 23):

- School officials must complete the Confirmation of StudentAid BC Distance Education Eligibility form; attach the appropriate documentation outlined on the form and return all to the StudentAid BC office for approval.

Program Type (line 24):

- Indicates the credential the student will receive upon successful completion of their program of study.

Actual Tuition (line 25A):

This is the amount the student will or has actually paid for tuition , for this study period only (after any discounts or reductions for PLA granted) matching those indicated on the student enrolment contract while not exceeding those submitted on the program eligibility declaration. GST is not to be included.

- Do not deduct any sponsored tuition and/or fees paid by a third party such as Human Resources Skills Development Canada, Native Bands etc., even if they are paid directly to the school. The student must report any sponsored tuition on line 65 of their STUDENTAID BC application
- If the student qualifies for sponsorship after the STUDENTAID BC application has been submitted, the school should immediately advise the student to submit an Appendix 7, Request for Reassessment, to report the amount of sponsorship assistance they will receive.

- The student must return any un-cashed student loan document to the StudentAid BC office to prevent possible overawards

Mandatory Fees (line 25B):

These are costs associated with attending a school or enrolment in certain programs (registration fee, archiving fee, student license, student association or AMS fees, membership fees for overseeing bodies, etc.) and must be paid by all students in the school/program and match those on the student enrolment contract. Not included; local transportation or medical premiums.

Program Related Costs (line 25C):

These are a broad group of costs incurred by the students enrolled in the program identified by the PROGRAM CODE on the appendix 3 that must match those submitted on the Program Eligibility Declaration. These costs may include book costs (rental or purchase), expendable supplies used in achieving the learning objectives of the program (pens, pencils, paper, eraser, notebooks, art supplies, typing costs, photocopying charges, paints, film etc.), personal instruments/tools required for study/practice (eg. calculator, scissors, hair trimmers, etc.) and computer costs up to \$300 per year (for hardware, software, repairs, ink cartridges, internet fees, etc.).

Exceptional Expenses (line 25D):

These are costs for items that are not normally associated with attending school but are required for certain programs and may include; special clothing or uniforms, practicum costs, compulsory trips, equipment rentals (camera, airplane usage for pilots, etc.) and safety equipment (shoes, boots, hardhats, safety glasses, ear protection, first aid kits, etc.). These costs must match those submitted on the Program Eligibility Declaration.

Programs greater than 52 weeks in duration (including breaks in study) must have these costs apportioned over the total number of weeks in the study period. For example: a 54 week program of studies costing \$5,400 would be apportioned at \$100 per week. The first application for 28 weeks of studies, year 1, would show a tuition cost of \$2,800. The second application for 28 weeks of study (including a 2 week allowable break in studies), year 2, would show a tuition cost of \$2,600.

Costs not to be included:

Any items/equipment (capital investments) that would reasonably be expected to be in the student's possession prior to commencing post-secondary level studies, items that would be used in the field of study after graduation and items that are considered to be of a self-interest or hobby nature as well as part of post-secondary studies will not be included in calculating need.

Examples of excluded costs are:

- Diving equipment
- Musical instruments
- Cameras, lenses and related photography equipment
- Camping and hiking gear for outdoor recreation programs
- Equipment for golfing, skiing, or other sports
- Purchase of communications devices or cell phones, voicemail/email, pager services

Parking or other costs relating to the operation of a motor vehicle, travel costs that are not required by the program of study, or items required for workplace as opposed to study itself are not included in the assessment of need.

STUDENT OBLIGATIONS FORM

NAME OF SCHOOL

I have read the course outline for my program of studies and have a clear understanding of the course objectives.

I have researched my program of studies with prospective employers and have found that it meets the industry standards.

I understand that the student assistance I receive through the StudentAid BC is for my education and paying fees owed to the school is my first priority.

I understand that I must maintain the required StudentAid BC attendance and participate fully in my studies throughout the entire study period to remain eligible for StudentAid BC funding.

I understand that if I stop attending classes or fail to progress in my program but do not formally withdraw I can be considered withdrawn for StudentAid BC purposes.

I have read and understand the terms and conditions for repayment of both my federal and provincial student loan agreements.

I understand that if I don't keep my loans in good standing the consequences may include:

- Additional interest charges;
- Loss of future student loan/grant assistance;
- Dealing with a collection agency;
- A bad credit rating;
- Loss of future income tax refunds, GST rebates or liens on property;
- Legal action; or
- Denial of credit for personal or business loans or for the purchase of a home or vehicle.

I will notify StudentAid BC and my school of any address or contact changes now and in the future.

I have read and understand the school's refund policy.

Signature of Student _____ Date _____

School Official _____



STUDENT ENROLMENT AGREEMENT AND CONTRACT

XYZ EDUCATION INSTITUTE

School Address
Telephone: 000 0000
Fascimile: 000 0000
Email: xyz@xyz.edu

NAME OF STUDENT _____

ADDRESS _____

TELEPHONE NO _____ FAX _____ EMAIL _____

NAME OF PROGRAM _____ DURATION _____ YEAR _____ of _____

START DATE _____ END DATE _____

Note: If program duration is greater than one year, a separate Student Enrolment Agreement Contract must be signed for each year and fees must collected separately for each year.

FULL PAYMENT []
REGISTRATION FEE _____ Non-refundable
TUITION FEE _____
TEST BOOKS _____
OTHER _____ A list of text-books, equipment and materials necessary to complete the program of study is attached. These items by be purchased from other sources.

TOTAL PAYMENT DUE _____

PAYMENT PLAN []
DEPOSIT _____ DATE RECEIVED _____
PAYMENT #1 _____ DATE RECEIVED _____
PAYMENT #2 _____ DATE RECEIVED _____
PAYMENT #3 _____ DATE RECEIVED _____

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see copies attached or Student Handbook (if applicable). In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at www.pctia.bc.ca.

Refund Policy

(1) Written notice must be provided:

(a) By a student to the institution when the student withdraws,

or

(b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

Refunds before the program of study starts:

(2) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

(b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.

(c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.

Refunds after the program of study starts:

(3) (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Signed _____ (student name) Date _____

Parent or Guardian (if student is under 19) _____

Institution Representative _____

A copy of this signed Student Enrolment Agreement and Contract will be provided to the student.

Section 5 - In Study

All StudentAid BC policies and procedures apply to students who:

- Are receiving STUDENTAID BC funding for full-time studies;
- Are receiving funding for part-time studies; or
- Have received federal and/or provincial funding previously and are applying for and/or receiving Interest Free Status.

Student File Documentation:

The Ministry provides StudentAid BC funding (including interest free subsidy) only to eligible students and expects those students to participate fully in their post secondary studies. It is the school's role to monitor this participation and to keep records of each student including classroom attendance, course work, self-paced study, practicum or clinical placement etc.

All institutions must maintain a separate student file for each STUDENTAID BC assisted student.

For privacy protection, student files must be kept in a secure location to which access is given only to authorized persons. The institution must use student information in the STUDENTAID BC records solely for the purposes of administering StudentAid BC. School officials should advise students to keep copies of their STUDENTAID BC applications and Appendices with parent/spouse/sponsor etc. information in their own personal files at home.

To fulfill StudentAid BC expectations, institutions must keep the following documentation in the student files:

- Copy of valid photo identification issued by a government in Canada such as a driver's license, passport or other documents showing date of birth;
- If admission was on the basis of high school graduation, a copy of the student's high school graduation certificate or equivalent. Certificates of High School Completion do not qualify as graduation;
- Documentary proof that the student meets the school's published program entrance requirements. This includes portfolios, the entrance test results and/or copies of documents proving that the student has met the stated program prerequisites;
- The student's enrolment contract (or revised contract if appropriate) detailing the program name, cost, duration, study start and end dates and other program details;

SECTION 5 – IN STUDY

- The student's payment schedule detailing dates and payments made to the school;
- If a student is accepted for enrolment on the basis of having advanced standing (PLA), the following documentation must be on file:
 - Copies of transcripts if the student has been granted advanced standing based upon previous post secondary studies;
 - Documentation showing the assessment results if advanced standing was granted due to an assessment of their prior learning;
 - Documentation of the students schedule when PLA has been granted.
- Copies of the Appendix 3 and other related StudentAid BC appendices, example: Appendix 5's for transferring to another school, Appendix 7's for reporting study period changes;
- Copies of all student loan documents including the Confirmation of Enrolment, Certificate and Schedule 2's, etc.;
- Attendance records: hourly for technical/vocational programs and daily for academic, credit based programs;
- Demonstration of satisfactory progress including copies of examination results, completion of courses, modules etc.;
- Copies of the practicum or placement student evaluations, attendance records, letter of understanding between school and practicum host and any other applicable documentation (samples in this manual);
- Copies of branch forms such as withdrawal notifications or cancel document forms when applicable;
- Documentation verifying withdrawals, dismissal or voluntary leaving;
- Copy of any refund calculations and refund cheques;
- The student record with the student counselling notes: entrance, study period and exit (detailed in this manual); and
- Any other appropriate documentation concerning the student while involved with the school. Examples: alternate contact information, notification of the student passing a criminal record check, if required for enrolment.

Files must be maintained by the institution for:

- Two years from student start date on-site;
- Five additional years in storage (off-site is optional).

Study Period Student Counselling:

Due to the interaction between student and school staff, school officials are in a unique position to observe and advise SA recipients of program requirements.

When a change in a student's circumstances is known by school officials, it is appropriate to remind the student of their obligations to notify the branch (as per the Terms and Conditions on the student's StudentAid BC application) and to provide the student with the required forms.

Student counselling has a beneficial effect when it:

- Establishes a strong relationship between student and school staff;
- Takes advantage of personal contact with students to emphasize the student's obligation of loan repayment and the consequences of default;
- Assists "at risk" students to stay in school and actively participate in their studies in order to reach their goals and to avoid defaulting; and
- Promotes receptivity to the school's loan repayment and default prevention strategies by students who are no longer attending.

It is expected that school officials will keep notes detailing any meetings with students. See the samples throughout this manual of appropriate counselling notes officials should maintain for each student.

Attendance Procedures:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

A student's continued eligibility for student financial assistance depends on their maintaining regular attendance and participation in their studies.

All institutions are required to keep accurate hourly attendance records for all students for the duration of the student's study period. This includes records of attendance and progress reports from placement hosts and facilities.

Schools can keep their own attendance record format, but their records should at minimum contain the following basic features:

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- The exact approved program title must be present on the attendance record (the school must demonstrate attendance in the approved program)
- Should be hourly and calendar specific, i.e. school needs to demonstrate how many actual hours of attendance that student put in on each school day (date specified) of the Appx. 3 study period.
- The record itself must demonstrate what the required/expected hours of attendance each day so that the appropriate calculations can be made e.g., 6 hours attended out of 7 required/expected. The required/expected hours are those identified on the PED ‘Total Program Hours’ and can’t include extra homework time, lab time etc.
- All stats, holiday breaks, school closures need to be clearly identified on the record to differentiate between study days and closure days, and in order to demonstrate that actual school breaks follow SABC policy
- Attendance in the practicum (hourly as well) must be on the same record and clearly identified as practicum to differentiate it from the main program.
- At the end of each school week, the attendance record should contain a counter to reflect the % attendance for the given week for the 60% rule.

School officials need to be knowledgeable about the Ministry withdrawal and scholastic standing policy as outlined in the StudentAid BC Policy and Procedures manual.

School officials should be able to identify STUDENTAID BC students who are not attending regularly or who are heading towards failing grades.

It is recommended that schools have a dedicated staff person who will review attendance at least once per week. Each institution is responsible for setting up a system to monitor attendance. See examples in this section.

Student lunch and/or coffee breaks must not be included in the attendance calculation, only instructional hours must be counted.

Schools should develop a system for contacting and informing students of the consequences of continued absence. For example, a sequence of warning letters or emails initiating a one-to-one interview could be useful. See examples in this section.

School Officials should meet with “at risk” students on a regular basis to explain what the consequences will be if their attendance or participation does not improve and should offer support services to assist them to stay in school. Document meetings and follow up with any identified assistance that the student may need.

Retention efforts made by the school will result in a greater chance of students completing their program and decreased default rates. Student success and subsequent employment is a key factor in loan repayment behaviour.

<p>Student Counselling Notes Institute for Higher Learning</p>
<p>Name: Ima B Student</p>
<p><i>Dec 15, 2006-Met with Ima, reminded her of attendance and participation requirements as agreed to by her.</i></p> <p><i>Ima claimed that she had some personal difficulties now under control. Will attend regularly from now on.</i></p>

ATTENDANCE REQUIREMENTS**YOUR SCHOOL NAME AND LOGO HERE**

Name of your School is a designated school with StudentAid BC. When a student enrolls in our institution, we are responsible for administering the loan processes appropriately.

As a student who receives financial assistance from STUDENTAID BC you need to be aware of your obligation to maintain full attendance and proper scholastic standing at Name of your School. If your attendance does not meet the following criteria, we must inform StudentAid BC, and return your loan documents to them. For STUDENTAID BC purposes, you would be considered to be a technical withdrawal. At that time, you would become solely responsible for your tuition payments. For our purposes, however, you are still an enrolled student of Name of your School and we will continue to work with you toward successful completion of your training program. Please do not confuse a technical withdrawal with being cancelled from your training with Name of your School.

According to the Ministry of Advanced Education, StudentAid BC, a technical withdrawal is:

1. Any student that misses 2 consecutive calendar week of study, other than at the year-end break which can be 3 weeks long, is to be reported as withdrawn. This occurs when a student has attended no classes for the 2 consecutive weeks; those weeks are defined as being from Sunday to Saturday. If an institution has classes from Monday to Saturday and the student does not attend at all for 2 consecutive weeks, he/she is to be reported as withdrawn. If a student attended Monday and Tuesday of week #1 and then not again until Wednesday of week #3, the student would NOT be considered a withdrawal.
 - A) Failure to immediately report a physical withdrawal to SABC brings an institution into non-compliance with the conditions of the Designation Agreement.
 - B) Failure to report a withdrawal (as per this policy) to SABC after instructions to do so brings an institution into non-compliance with the conditions of the Designation Agreement.
2. Any student that drops below 60% of a full time course load for 3 consecutive calendar weeks is to be reported as withdrawn. If a school has indicated that the student studies at 20 hours per week at 100% of a full time course load, and that student drops below 12 hours for 3 consecutive calendar weeks (Sunday to Saturday), then the student is to be reported as withdrawn.
 - A) Failure to immediately report a physical withdrawal to SABC brings an institution into non-compliance with the conditions of the Designation

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Agreement.

- B) Failure to report a withdrawal (as per this policy) to SABC after instructions to do so brings an institution into non-compliance with the conditions of the Designation Agreement.
3. Any student that the institution feels has missed sufficient days/hours so that the student cannot successfully complete the program within the approved study period is to be reported as withdrawn. The institution makes the determination in this situation, in part, because the institution determines their own pass or fail standards. In some instances, there are outside influences that may affect the institution's determination, such as the need for a student to complete 1500 hours before receiving a hairdressing certificate (SABC allows a 2 week grace period after the approved study period). The institution determines whether or not a student will receive their credential (example – the student attends only 960 hours of a 1000 hour program). Situations where it is noted by SABC that greater than 33% of the time an institution is awarding credentials to students under early completion the institution will be instructed to immediately submit an updated Program Eligibility Declaration outlining the updated course hours.
- A) Failure to immediately report a physical withdrawal to SABC brings an institution into non-compliance with the conditions of the Designation Agreement
 - B) Failure to report a withdrawal (as per this policy) to SABC after instructions to do so brings an institution into non-compliance with the conditions of the Designation Agreement.

To qualify for *successful completion* status with STUDENTAID BC, each student must complete ALL requirements for FULL diploma by the last day of classes. Failure to do so will result in Name of School reporting you as *unsuccessfully completed*. This could affect future government student assistance funding.

I _____, understand my obligation to attend regularly and to meet the attendance/scholastic expectations of StudentAid BC.

Student Signature_____

Date_____

Sample of a series of letters that your school can modify and use to send to your students when they are displaying poor attendance.

School name and location

Date

Dear _____

RE: Absence Warning - First Notice

It has come to our attention that you have missed ____ classes as of date _____

Your success is important to us, We are concerned that with each absence, you miss an important part of the curriculum and consequently you could find yourself failing rapidly behind.

When a student falls behind it can be very difficult to catch up, especially as students are expected to catch up on work from missed classes without extra assistance from instructors.

Please try to avoid further absences that could jeopardize your successful completion of the name of program. Be reminded of the Attendance Policy which states that expulsion results after a student is:

- Absent from the program for more than two consecutive weeks.
- Absent for more than ____ classes in the program.
- Absent to the point where successful completion is not possible.

If you have any questions or concerns or wish to discuss this further, please email me for an appointment at _____.

Sincerely,

School name and location

Date

Dear _____

RE: Absence Warning - Second Notice

It has come to our attention that you have missed ____ classes as of date _____

Once again be reminded that your success is important to us. As our programs are intensive, we are concerned with each absence you miss an important part of the curriculum and consequently you could find yourself falling rapidly behind.

When a student falls behind it can be very difficult to catch up, especially as students are expected to catch up on work from missed classes without extra assistance from instructors.

Please try to avoid further absences that could jeopardize your successful completion of the name of program. As well, please revisit the Attendance Policy which states that expulsion results after a student is:

- Absent from the program for more than two consecutive weeks.
- Absent for more than ____ classes in the program.
- Absent to the point where successful completion is not possible.

In an effort to maximize your opportunity for success at name of school, we encourage you to make an appointment to discuss your absences. Please contact me at

_____.

Sincerely,

School name and location

Date

Dear _____

RE: Absence Warning - Third Notice

Please be warned that further absences will jeopardize your successful completion of name of school, name of program. To date you have missed ____ classes.

As you are aware, the Attendance Policy states that expulsion results after a student is:

- Absent from the program for more than two consecutive weeks.
- Absent for more than ____ classes in the program.
- Absent to the point where successful completion is not possible.

Again, be reminded that your success is important to us. To maximize your opportunity for success, an appointment has been arranged to discuss your absence record. This meeting will take place in my office and in addition to me, _____, Manager, will attend.

Appointment Date: _____

Time: _____

Location: _____

Sincerely,

School name and location

Date

Confirmation of receipt of Absence Warning - Third Notice

My signature confirms that I, _____, have received my third warning with respect to my continued absences from class and the potential consequences of continued lack of attendance. My signature on this document confirms my intention to attend a meeting with name of school and name of official to discuss the reason for my absences.

I am aware that this meeting is scheduled to occur in the name of official's office at the following time:

Appointment Date: _____

Time: _____

Location: _____

Date and signature of student _____

Withdrawals and Dismissals:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

School officials must immediately report to the STUDENTAID BC office any student receiving STUDENTAID BC funding or in Interest Free Status as withdrawn when the student:

- Voluntarily leaves the school;
- Is dismissed by the school;
- Fails to make reasonable progress through their program of study; or
- Fails to maintain regular attendance as required by STUDENTAID BC.

Studies show that schools who fail to report withdrawals or dismissals in a timely manner have students defaulting at higher rates.

If a student does not start studies and no funding has been disbursed the student or the school can submit an application cancel request to SABC

School officials report withdrawals and dismissals to the SABC office using a Withdrawal Notification form.

Note: Schools who deposit StudentAid BC funds from non-eligible students will be requested to repay the funds.

Schools can allow students who ceased to be eligible for SABC funding to complete their program of study at the school. If the student is able to maintain SABC attendance and progress requirements, student and school should complete and submit the required documents to maintain interest free status for the duration of the study period. (See following section in this manual for completing Schedule 2s, Certificate 2s and Certificate 3s).

Withdrawal Notification form:

The withdrawal or dismissal date is the last date that the student was in full time attendance. A transcript of the student's marks can be attached to evidence a lack of performance.

A record of attendance can be attached to evidence a lack of attendance.

Please see example of a Withdrawal Notification form in this section.

File Documentation Reminder:

Copies of all documentation relating to a student's withdrawal or dismissal, including attendance records must be placed in the student's file verifying the withdrawal or reason for dismissal.

All actions involving SABC must be noted on a student record and placed in the student's school file along with any supporting documentation.

Tuition Refunds:

Refer to StudentAid BC Policy and Procedures manual Chapter: General Administrative Policy.

The calculations of the institution's non-refundable fees must be done in accordance with the institution's refund policy. Within 30 days of the date of the student's withdrawal or dismissal, the institution must forward any applicable tuition fee refund to the appropriate lender to reduce grant over awards and/or loan balances.

When a student transfers from one school to another school, the school will make any tuition refund payable to the student to use to pay the new school's tuition. **This is the ONLY situation when a refund is paid to a student by the school, if there is a loan outstanding with StudentAid BC.**

Funding Amounts:

Refer to StudentAid BC Policy manual Chapter: StudentAid BC Funding.

The amount of funding a student receives is based on the information provided on their SABC application. Student loans are subject to maximums. Award maximums are not subject to appeal.

Notification of Assessment:

Once the SABC application is assessed, students will receive a Notification of Assessment (NOA) by mail detailing their funding amount and disbursement dates.

WITHDRAWAL NOTIFICATION

STUDENT'S APPLICATION NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S SOCIAL INSURANCE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S FIRST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MIDDLE INITIAL

--

SCHOOL NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DOCUMENTS ATTACHED:

CSL

\$

--	--	--	--	--

INDICATE DOCUMENT AMOUNT

GRANT

\$

--	--	--	--	--

INDICATE CHEQUE AMOUNT

WITHDRAWAL FROM FULL-TIME STUDIES NOTIFICATION

Student is not in a minimum 60 per cent of a full-time course load for credits (40 per cent for students with permanent disabilities)

STUDENT WITHDRAWN

LAST DATE ATTENDED FULL TIME

YEAR				MONTH		DAY	

SIGNATURE OF SCHOOL OFFICIAL

SIGN HERE

DATE SIGNED

YEAR				MONTH		DAY	

NAME OF SCHOOL OFFICIAL

PRINT HERE

PHONE NUMBER

AREA CODE			NUMBER						

SCHOOL STAMP OR SEAL

StudentAid BC

WITHDRAWAL NOTIFICATION

Ministry of Advanced Education
StudentAid BC

Mailing Address:
PO Box 9173 Stn Prov Govt
Victoria BC V8W 9H7
250 387-6100 (outside North America)
1-800-561-1818 (Toll Free in Canada / U.S.)
Fax: 250 356-9455
Toll Free: 1-866-312-3322

Courier Address:
c/o StudentAid BC
1st flr 835 Humboldt St
Victoria BC V8V 4W8



StudentAidBC

Non Punitive Withdrawal from

Study Period

ALL QUESTIONS MUST BE ANSWERED IN INK

STUDENT INFORMATION

STUDENT'S LAST NAME

ALL QUESTIONS MUST BE ANSWERED IN INK

STUDENT'S FIRST NAME

MIDDLE INITIAL

STUDENT'S SOCIAL INSURANCE NUMBER

APPLICATION NUMBER

SCHOOL NAME

ORIGINAL STUDY PERIOD END DATE

REVISED STUDY PERIOD END DATE

YEAR

MONTH

DAY

YEAR

MONTH

DAY

THE NON PUNITIVE CHANGE TO THE STUDY PERIOD END DATE CAN ONLY BE MADE IF ANY OF THE FOLLOWING CONDITIONS ARE MET, OTHERWISE PROCESS THIS AS A WITHDRAWAL.

- The student did not attend classes at all and repaid the disbursement in full within 30 days.
- The student attended classes 10 days or less and repaid the disbursement in full within 30 days.
- The student completed their first term/semester, including exams (if applicable); and either did not return to full-time studies or attended 10 days or less in the next term/semester. The second disbursement was not issued or the disbursement was repaid in full within 30 days.

Note: A withdrawal will be processed if the above conditions are not met. If the student provides documentation that their student loan funding was returned to the National Student Loan Service Centre within 30 days of the deposit of funds, the withdrawal will be reversed and their assessment will be processed as a non-punitive withdrawal.

Signature of School Official		
Print Name of School Official		
School Officials Contact Phone Number		
Date Signed		
YEAR	MONTH	DAY
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICIAL SCHOOL STAMP
MINISTRY USE ONLY

SEND COMPLETED FORMS TO:

Mailing Address: Student Services Branch Student Support Unit P.O. Box 9173 Stn Prov Govt Victoria BC V8W 9H7	Courier Address: Student Services Branch Student Support Unit 1 st fl, 835 Humboldt Street Victoria BC V8V 4W8
--	--

Fax (250) 356-9455 or toll free 1 (866)-312-3322



StudentAidBC

CANCEL DOCUMENT(S)

STUDENT'S APPLICATION NUMBER

STUDENT'S SOCIAL INSURANCE NUMBER

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MIDDLE INITIAL

SCHOOL NAME

DOCUMENT(S) ATTACHED:

CSL

INDICATE DOCUMENT AMOUNT

GRANT

INDICATE CHEQUE AMOUNT

REASON FOR CANCELLATION OF ATTACHED DOCUMENT(S)

Student has withdrawn and withdrawal has already been submitted.

Student has transferred

Withdrawal date: _____

Student has not attended

Reissue document

Student has attended, but did not pick up document

Cancel application

A reassessment has caused a change in eligibility

Other _____
SPECIFY

SIGNATURE OF SCHOOL OFFICIAL

SIGN HERE

DATE SIGNED

YEAR

MONTH

DAY

NAME OF SCHOOL OFFICIAL

PRINT HERE

PHONE NUMBER

AREA CODE

NUMBER

SCHOOL STAMP OR SEAL

StudentAid BC

CANCEL DOCUMENT(S)

Ministry of Advanced Education
StudentAid BC

Mailing Address:
PO Box 9173 Stn Prov Govt
Victoria BC V8W 9H7
250 387-6100 (outside North America)
1-800-561-1818 (Toll Free in Canada / U.S.)
Fax: 250 356-9455
Toll Free: 1-866-312-3322

Courier Address:
c/o StudentAid BC
1st flr 835 Humboldt St
Victoria BC V8V 4W8

Students can view and/or print their NOA from the StudentAid BC website www.studentaidbc.ca.

Master Student Financial Assistance Agreement:

For students that are approved to receive funding through StudentAid BC after August 1 2011, students will receive a legal document called the Master Student Financial Assistance Agreement. The Master Student Financial Assistance Agreement outlines the terms and conditions of the provincial and federal student loans. It is important that students review the agreement before signing, as this is a legally binding contract that requires students to repay their loans.

In most cases, the Master Student Financial Assistance Agreement will remain active throughout the student's post-secondary studies; however, there may be some situations where the student will be required to sign a new agreement, including the case of a two-year break in studies. If a new Master Student Financial Assistance Agreement is required, StudentAid BC will automatically send it to the student for completion.

When students sign and return a Master Student Financial Assistance Agreement to the NSLSC they are agreeing to receive all funding that they are assessed to receive from that date forward. The Master Student Financial Assistance Agreement does not state the amount of money that a student will receive.

Instead, each time a student is approved for funding by StudentAid BC, a notification of assessment with the loan and/or grant amount and disbursement details will be mailed to the student.

Confirming Student Identity:

As soon as the student receives their Master Student Financial Assistance Agreement, they must take it to a designated Canada Post outlet or an on-campus NSLSC kiosk. For information about outlets and a list of on-campus kiosks refer to CanLearn.ca.

The student will need to take all of the following personal documentation with them:

- their social insurance card, or a copy of an official Government of Canada document that includes their social insurance number, such as a Canada Revenue Agency Notice of Tax Assessment; and
- an official government-issued photo identification, such as a driver's license, B.C. identification card or passport; and
- a void, personal cheque with their bank account number. If a student does not have a personal cheque, their bank or credit union can help them complete the electronic funds transfer section of your Master Student Financial Assistance Agreement.

If a student loses their agreement, direct them to contact StudentAid BC to have the

document reprinted and sent to them.

At the Canada Post outlet or NSLSC kiosk, staff will:

- make sure the student's Master Student Financial Assistance Agreement is valid for processing;
- confirm that the student has provided proper identification; and
- forward the student's Master Student Financial Assistance Agreement to the NSLSC.

Confirmation of Enrolment Process:

Before a student's loan and/or grant money can be released, a school official must confirm that the student is enrolled in an eligible, full-time post-secondary program for the entire study period for which the student has been awarded funding.

If students are scheduled to receive more than one student loan disbursement during their application period (this will be on the notification of assessment), the school must confirm the student's enrolment each time before funds can be issued to the student.

Schools may be using electronic confirmation of enrolment and automatically confirm student full-time enrolment electronically with StudentAid BC, or schools may be using a paper confirmation of enrolment.

In either case, schools may ask that some of the funds be paid directly to the school to cover a student's academic fees.

Paper Confirmation of Enrolment Process

A paper confirmation of enrolment form will be mailed to the student or the school about a month before the student is eligible to receive funds. The form will not be mailed until a completed Master Student Financial Assistance Agreement has been received at the NSLSC.

For schools in Canada, the paper confirmation of enrolment form is mailed to the school; for schools outside of Canada, the form is mailed directly to the student who must take it to the school for a school official to complete and mail or fax to StudentAid BC.

Once the confirmation of enrolment form is processed, the student loan and/or grant funds can be released.

If a student loses their paper confirmation of enrolment form, they can print a copy by logging on to check their student loan application status on www.StudentAidBC.ca.

Note:

The school may instruct the lender (NSLSC) to send all or part of a student's funding

directly to the school to pay for tuition and mandatory fees.

Disbursement of Funds:

Refer to StudentAid BC Policy manual Chapter 4: StudentAid BC Funding.

After the student's Master Student Financial Assistance Agreement has been processed and the school has confirmed their enrolment, the student's funds will be deposited electronically into the student's bank account, or forwarded to the school. The deposit usually occurs within seven business days of the disbursement date on the notification of assessment.

Before confirming enrolment for StudentAid BC student assistance it is essential that school officials:

Confirm that the student is enrolled and/or is maintaining specified SABC attendance and participation requirements;

- Do not confirm if the student's start date has been delayed by more than two weeks. An Appendix 7 and Appendix 3 must be submitted with updated program information. The student enrolment contract with the school should reflect the corrected start and end dates;
- Ensure that the student is in agreement with the amount of SABC funds being directed to the school for tuition payments/costs. Proof of the student's approval for the directing of funds to the school must be contained in the student's file;
- Ensure that the cumulative total of all funds directed to the school from SABC documents does not exceed the cost of tuition and fees. If a student's tuition is paid by a sponsor, parent or other, no tuition fees should be directed to the school from StudentAid BC funding
- Remind the student of their responsibility to repay their loans. Ensure that the student understands that funds being directed to the school are also repayable.

NOTE: Only school officials who have provided StudentAid BC with sample signatures by way of the Schedule C – Signatures of Signing Officers form may sign confirmation of enrolment forms.

Please note that after August 1, 2011 funding for full-time studies will be issued using the following:

- A Master Student Financial Assistance Agreement

Note:

Schools must have banking information on record with NSLSC for electronic transfer of funds. Otherwise NSLSC will issue funds by cheque. Banking information on file with the BCSLSB will not transfer to NSLSC.

Examples of three different forms your school can modify and/or use when disbursing funds and releasing loan documents and/or grant cheques.

Release of StudentAid BC Checklist	
Student Name _____	
To be completed by the Education Department:	
Y / N	Student has missed 2 consecutive calendar weeks of study.
Y / N	Student has dropped below 60 percent of the required hours of attendance for more than 3 consecutive calendar weeks.
Y / N	Student is behind in their schedule and will not complete their program by their scheduled completion date.
Y / N	Student has failed an exam, test, quiz or project and will not complete their program by their scheduled completion date.
<p>If all items are answered “NO”, funding can be signed and released to the student.</p> <p>If one or more items are answered “YES”, funding cannot be released and student must be reported to the Financial Aid office as withdrawn.</p>	
<p>_____</p> <p>Education Department Signature Date</p>	

Agreement for Directing of StudentAid BC Funds for Payment of Tuition and Book Fees From Certificates of Eligibility (CSL) and Confirmation of Enrolment (BCSL) Forms

Student Name: _____

Canada Student Loan Funds

1st Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

2nd Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

British Columbia Student Loan Funds

Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

2nd Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

3rd Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

Grant

1st Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

2nd Disbursement - I agree to my school directing \$_____ in fees to the school

Student Signature: _____ Date: _____

Disbursement of StudentAid BC Funds

Student Name _____ Date _____

Date Classes Start _____ Date Classes End _____

Total Student Loan Funding Received _____

CSL Total Amount:

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

BCSL Total Amount:

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

Grant Total Amount:

Disbursement Date _____ Amount _____ To School _____ To Student _____

Disbursement Date _____ Amount _____ To School _____ To Student _____

I agree to my school directing the above state “To School” amounts to the school.

Student Signature

Date

Interest Free Status:

Completing Schedule 2s (Federal Confirmation of Enrolment form):

Refer to StudentAid BC Policy manual Chapter: StudentAid BC Funding.

Students do not have to make payments on any outstanding student loans while they are enrolled in an approved full-time study program (at least 12 weeks long) that leads to a certificate, diploma or degree at a post-secondary school that is designated by the provincial government.

Students who are in full-time studies and do not receive a Canada or B.C. student loan, must submit a Schedule 2 form to ensure their loans keep their interest-free status.

A Schedule 2 form is used to confirm continued full-time enrolment for students who **will not be** receiving loan funding for the current study period but who have had previous Canada or BC student loans. The Schedule 2 is used to reinstate interest-free status for students with outstanding student loans from any province.

Students can apply online at www.StudentAidBC.ca (attending a public B.C. post-secondary school), or can obtain a paper copy of the federal Confirmation of Enrolment form (Schedule 2) at www.StudentAidBC.ca or CanLearn.ca and submit it to the NSLSC.

It is important to note that the maximum weeks of allowable student financial assistance includes weeks of interest-free status.

School officials should ensure that students are aware of the instructions on the reverse side of the Schedule 2.

Note that a Schedule 2 form is also required by a student's bank if they received loans before August 2000.

Instructions on how to complete a Schedule 2 can be found on the StudentAid BC website, (click on Financial Institutions, select Completing Schedule 2s).

Schedule 2s must be sent to the correct lender or service provider. If the Schedule 2 is sent to the incorrect location, it will delay the start of the interest free period and could cause the student to default on their previously issued student loan.

For students who previously attended a private or public school, the Schedule 2 enquiries can be made at:

National Student Loan Service Centre
Toll-free 1-888-815-4514 (within North America)

TTY: 1-888-815-4556

Toll free (International code &) 800-2-225-2501 (outside North America)

Outside North America without international access code:

Call Canadian operator at 800-0800-096-0634,

Then call collect at 905-306-2950

For students who attended a private or public school **prior to August 2000**, the Schedule 2 is sent to the student loans division of the bank or credit union where the student negotiated their student loan.

Schools can mail the Schedule 2 or return it to the student to mail.

It is recommended that the school provide the student with the contact information of where the Schedule 2 is sent and advise the student to follow-up in two weeks of sending the Schedule 2 to ensure it is processed. •

Note: Schedule 2's are replacing Certificate 2's after August 1, 2011

Certificate 3**Grant Overaward: Completing Certificate 3's (Confirmation of Enrolment):**

Refer to StudentAid BC Policy manual Chapter: StudentAid BC Funding.

A Certificate 3 form is used when a student continues full-time studies; has a B.C. provincial grant overaward and the student wishes to have the Grant overaward put in interest and payment free status.

Certificate 3's can be ordered from the StudentAid BC website.

School officials and students must read the instructions on the reverse side of the Certificate 3 before completing the document.

Certificate 3's must be received at SABC prior to the due date of the first payment. .

The student must submit this form to StudentAid BC before the grant overaward becomes due and payable. The overaward is due and payable on the first day of the seventh month after they leave full-time studies.

Instructions on how to complete a Certificate 3 can be found on the StudentAid BC website, (Click on Financial Institutions, select Completing Certificate 3s).

It is recommended that the school provide the student with the contact information at StudentAid BC and advise the student to follow-up in two weeks of sending the Certificate 3 to ensure it is processed.

Appendix 5 – Transfer of School

Refer to StudentAid BC Policy and Procedures manual Chapter: Changes to Funding.

Appendix 5 - Transfer of School forms can be ordered or downloaded from the StudentAid BC website at www.studentaidbc.ca (Click on Find a Form).

Students can only transfer StudentAid BC assistance between schools if:

- The new school is designated for StudentAid BC;
- The break in study is not greater than two weeks (between the last day of attendance at the original school and the new start date of the new school), and the combined periods do not exceed 52 weeks; and
- StudentAid BC funding has been disbursed or is in the process of disbursement.

If the break in studies is more than two weeks, the student is withdrawn from the original school and will be required to complete and submit a new application for the new school.

If StudentAid BC funding has not been disbursed an Appendix 5 may not be required. The student can complete an Appendix 7 – Request for Reassessment and the new school completes an Appendix 3. See section in this manual on Appendix 7's.

Schools are to give any refunds payable to the student for the student to apply towards the tuition at the new school.

The Appendix 5 must be received at the SABC office at least six weeks prior to the students "Date Classes End" entered by the new school on the Appendix 5.

Completing an Appendix 5:

Student:

- Completes sections 1, 4 and 5;
- Takes Appendix 5 to the original school.

Original School Signing Officer completes Section 2:

- Enters the Original School Name;
- Checks the appropriate box stating if the student attended the original school;
- Enters the date the student started;
- Enters the last day the student attended prior to transferring;
- Enters the non-refundable tuition and book costs for the time spent at the original school;
- Signing officer prints their name;
- Signs and dates the document;
- Places school stamp or seal;
- Returns the Appendix to the student with instructions to take it to the new school.

NOTE: If a student is transferring to another branch of the same school for four weeks or less, then transferring back to the original school, an Appendix 5 is not required.

New School Signing Officer completes Section 3 entering:

- the school name, address and phone number;

- the type of school;
- the program name;
- the study start date at the new school;
- the study end date. (New school end date cannot exceed 52 weeks from original school start date).

NOTE: If a student transfers between campuses of the same school, in the same program, the Date Classes End date at the new campus cannot exceed the original school Date Classes End, as stated on the most recent Appendix 3, by more than two weeks.

Appeal Request Forms - Appeals:

Refer to StudentAid BC Policy and Procedures manual Chapter 13 - Appeals.

The individual Appeal forms with Instructions listed below can be downloaded from the StudentAid BC website at www.studentaidbc.ca (Click on Find a Form).

- Parent/step-parent/sponsor/legal guardian contribution
- Student contribution
- Spouse/common-law partner contribution
- Room and board
- Modified group B status
- Assets
- Motor vehicle assets
- Multiple withdrawals or unsuccessful terms or semesters
- Overawards / medical withdrawal form
- Additional transportation allowance
- B.C. student loan lifetime maximum
- Credit screening
- B.C. student loan rehabilitation due to bankruptcy
- Other

Students must complete their own Appeal forms unless information is required from a third party such as the student's Doctor or other.

Appeal requests, including supporting documentation, must be received at the SABC office at least six weeks before the student's study period end date.

Appendix 7 - Request for Reassessment (changes to application information):

Refer to StudentAid BC Policy and Procedures manual Chapter: Changes to Funding.

If information on a student's original application changes after submission to SABC, students must notify StudentAid BC through an Appendix 7: Request for Reassessment

Appendix 7 forms can be ordered or downloaded from the StudentAid BC website www.studentaidbc.ca (Click on Find a Form). Schools are advised to make these forms available to students at the school.

Students must complete their own Appendix 7 forms. Directions for completing the forms are included with the Appendix 7.

If there are changes to a student's parent, step-parent/sponsor/legal guardian information, a completed Appendix 1 must accompany the Appendix 7. To protect privacy, copies of Appendix 1 information must be retained by the student only.

If there are changes to a student's spouse/common/law partner's information, a completed Appendix 2 must accompany the Appendix 7. To protect privacy, copies of Appendix 2 information must be retained by the student only.

If there are changes to a student's study period information, the school is required to complete an Appendix 3 to accompany the Appendix 7. Copies of the Appendix 3 should be kept on the student's school file.

Once the Appendix 7 is processed by StudentAid BC, if there is a change to the original award, a revised Notification of Assessment will be sent to the student.

Changes of student address, phone number or e-mail address can be done on the StudentAid BC website www.studentaidbc.ca or on a mail in change form, see example in this manual.

NOTE: Requests for reassessment must be received at StudentAid BC at least six weeks before the student's study end date.

Practicum, Clinical Placement or Preceptorship or other unpaid Practice Education:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

If students are required to complete a practicum, clinical placement or preceptorship as part of their program to receive their credential, the student must complete this component before the study period end date.

If placement hosts cannot be secured and guaranteed and/or work experience is not required to receive the credential, schools must indicate to students before enrolment in programs advertising practicum etc. that the practicum, clinical placement or preceptorship is optional. Optional practicum, clinical placements or preceptorships are not eligible for SABC funding.

Schools requesting an exception to the practicum policy should submit their request with their program information to the SABC office.

See samples of evaluation and attendance report forms in this section.

Unsuccessful Completions:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

School officials must notify SABC when a student does not pass all requirements of their program or does not complete their program by the study end date (as reported on the Appendix 3) by submitting an Unsuccessful Completion form.

See sample of an Unsuccessful Completion form in this section.

Early Completion:

Refer to StudentAid BC Policy and Procedures manual Chapter: Institution and Program Eligibility.

When a student successfully completes their program early, before the study end date reported on the Appendix 3, school officials must complete both sides of the Early Completion of Studies Notification form and send it to the StudentAid BC office. This form must show the revised study end date.

See sample of an Early Completion of Studies Notification form in this section.

Reminder NOTE: Copies of all documentation relating to students must be placed in the student's file for verification purposes.

<p style="text-align: center;">Student Record Institute for Higher Learning</p>
<p style="text-align: center;">Name: Ima B Student</p>
<p><i>Aug 01, 2010- End of studies. Successful completion with 90% on exams. Will attend the graduation ceremonies.</i></p>
<p><i>Scheduled for Exit Interview.</i></p>

SAMPLE



LOST DOCUMENT FORM

STUDENT'S APPLICATION NUMBER

STUDENT'S SOCIAL INSURANCE NUMBER

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MIDDLE INITIAL

STUDENT'S STREET ADDRESS / IS THIS A NEW ADDRESS? YES

NO

CITY/TOWN

PROVINCE/STATE

COUNTRY

POSTAL/ZIP CODE

PHONE NUMBER

-

SCHOOL NAME

REASON: State below the reason you are completing this form (e.g., loan document lost or destroyed, misplaced by service provider or school).

Indicate the details of the document that has been lost, destroyed or misplaced.

Certificate of Eligibility Part-Time Student Loans and Grants

Certificate number:

or date issued:

DECLARATION I have never received (or have received and lost or accidentally destroyed) the loan document(s) indicated above. I will indemnify the government from and against all claims and demands that may be brought against the government in respect of the loan document(s) and also from all costs, damages, interest and expenses that the government may incur by reason of any such claim should the original loan document(s) be cashed at any time either by myself or a third party.

This indemnity will be void upon the original loan document(s) being found, returned to StudentAid BC and cancelled.

STUDENT SIGNATURE (IN INK)

SIGN HERE

DATE SIGNED

If you have lost or destroyed your grant cheque, contact StudentAid BC to obtain a Ministry of Finance indemnity agreement form.

MINISTRY USE ONLY

LOST DOCUMENT FORM

Ministry of Advanced Education
StudentAid BC

Mailing Address:
PO Box 9173 Stn Prov Govt
Victoria B.C. V8W 9H7
250 387-6100 (outside North America)
1-800-561-1818 (Toll Free in Canada / U.S.)
Fax: 250 356-9455
Toll Free: 1-866-312-3322

Courier Address:
c/o StudentAid BC
1st Flr 835 Humboldt Street
Victoria B.C. V8V 4W8

UNSUCCESSFUL COMPLETION NOTIFICATION

STUDENT'S APPLICATION NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S SOCIAL INSURANCE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STUDENT'S FIRST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MIDDLE INITIAL

--

STUDY PERIOD START DATE

YEAR			MONTH		DAY	

STUDY PERIOD END DATE

YEAR			MONTH		DAY	

STATEMENT OF GRADES ATTACHED:

 YES

 NO

<p>SIGNATURE OF SCHOOL OFFICIAL</p> <p style="text-align: center;">SIGN HERE</p>	<p>DATE SIGNED</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="3">YEAR</td> <td colspan="2">MONTH</td> <td colspan="2">DAY</td> </tr> </table>								YEAR			MONTH		DAY											
YEAR			MONTH		DAY																				
<p>NAME OF SCHOOL OFFICIAL</p> <p style="text-align: center;">PRINT HERE</p>	<p>PHONE NUMBER</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="4">AREA CODE</td> <td colspan="8">NUMBER</td> </tr> </table>													AREA CODE				NUMBER							
AREA CODE				NUMBER																					

SCHOOL STAMP OR SEAL

StudentAid BC

UNSUCCESSFUL COMPLETION NOTIFICATION

Ministry of Advanced Education
StudentAid BC

Mailing Address:
PO Box 9173 Stn Prov Govt
Victoria BC V8W 9H7
250 387-6100 (outside North America)
1-800-561-1818 (Toll Free in Canada / U.S.)
Fax: 250 356-9455
Toll Free: 1-866-312-3322

Courier Address:
c/o StudentAid BC
1st Flr 835 Humboldt Street
Victoria BC V8V 4W8



Early Completion of Studies Notification

This notification is to be completed by the post-secondary schools financial aid officers for those students who have received StudentAid BC funding for a particular study period and who have completed their study period early.

As the student is completing studies early, please complete the School and Program Information on the reverse of this form, indicating the revised study period end date.

STUDENT'S APPLICATION NUMBER

STUDENT'S SOCIAL INSURANCE NUMBER

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MIDDLE INITIAL

SCHOOL NAME

ORIGINAL STUDY END DATE

EARLY COMPLETION OF STUDY DATE

SIGNATURE OF SCHOOL OFFICIAL (IN INK)

SIGN HERE

DATE SIGNED

NAME OF SCHOOL OFFICIAL (IN INK)

PRINT HERE

PHONE NUMBER

OFFICIAL STAMP OR SEAL OF SCHOOL

StudentAid BC

Ministry of Advanced Education

StudentAid BC

Mailing address:
PO Box 9173 Stn Prov Govt.,
Victoria B.C. V8W 9H7

250-387-6100 (outside North America)
1-800-561-1818 (Toll-free in Canada / US)

Courier address:
c/o StudentAid BC
835 Humboldt Street, 1st Floor,
Victoria B.C. V8V 4W8

Early Completion of Studies Notification

School and Program Information



StudentAidBC

SECTION A - STUDENT: COMPLETE SECTION 'A' (FRONT PAGE) AND 'C' (BACK PAGE) ONLY

(01) STUDENT'S LAST NAME ALL QUESTIONS MUST BE ANSWERED IN INK

--	--

(02) STUDENT'S FIRST NAME MIDDLE INITIAL

--	--

(03) STUDENT'S SOCIAL INSURANCE NUMBER

--	--	--	--	--	--	--	--	--	--

(04) STUDENT APPLICATION NUMBER

--	--	--	--	--	--	--	--	--	--

(05) STUDENT NUMBER (IF KNOWN)

--	--	--	--	--	--	--	--	--	--

SECTION B - TO BE COMPLETED BY AN OFFICIAL OF THE FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE ONLY (SCHOOL AND PROGRAM INFORMATION)

(06) SCHOOL NAME

--	--

EMAIL OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

--

(07) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

--	--

(08) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

--	--

(10) CITY/TOWN (11) POSTAL/ZIP CODE

--	--

(12) PROVINCE/STATE AREA CODE TELEPHONE NUMBER (Financial Aid Office) AREA CODE FAX NUMBER (Financial Aid Office)

--	--	--	--	--	--	--	--	--	--

(13) COUNTRY (14) TYPE OF SCHOOL - MARK ONE

	<input type="checkbox"/> A PUBLIC ACADEMIC	<input type="checkbox"/> B PRIVATE ACADEMIC	<input type="checkbox"/> C PUBLIC NON-ACADEMIC	<input type="checkbox"/> D PRIVATE NON-ACADEMIC
--	--	---	--	---

(15) PROGRAM/FACULTY (16) MAJOR/DEPARTMENT (if applicable)

--	--

(17) DATE CLASSES START (18) DATE CLASSES END

YEAR	MONTH	DAY	TO	YEAR	MONTH	DAY

(19) TOTAL WEEKS (20) STUDENT'S INTENDED COURSE LOAD (20a) PRIOR LEARNING ASSESSMENT (PLA)

		%	YES	NO
--	--	---	-----	----

(21) What year will the student be in (e.g., 1st, 2nd, 3rd, 4th, etc.).....

--	--	--	--	--	--	--	--	--	--

(22) How long is the program when taken at 100% including program breaks? (If less than 60 weeks, mark '1' in box).....

--	--	--	--	--	--	--	--	--	--

(23) Is this a correspondence/distance education program?.....

YES	NO
-----	----

(24) Program type (mark one box only)..

<input type="checkbox"/> A CERTIFICATE	<input type="checkbox"/> B ASSOCIATE/DIPLOMA	<input type="checkbox"/> C UNIVERSITY TRANSFER	<input type="checkbox"/> D BACHELOR	<input type="checkbox"/> E MASTER	<input type="checkbox"/> F DOCTORATE	<input type="checkbox"/> G PROFESSIONAL	<input type="checkbox"/> H UNCLASSIFIED/QUALIFYING
--	--	--	-------------------------------------	-----------------------------------	--------------------------------------	---	--

(25) Total costs: **must be shown in Canadian dollars.**

(a) Actual tuition, do not deduct any sponsored tuition amount.....	(25a) \$	00
(b) Mandatory fees, do not include optional fees.....	(25b) \$	00
(c) Program related costs.....	(25c) \$	00
(d) Exceptional Expenses.....	(25d) \$	00

(26) Student awards: **must be shown in Canadian dollars.**

(a) What is the amount of scholarship(s) the student will receive from your school?.....	(26a) \$	00
(b) What is the amount of bursaries the student will receive from your school?.....	(26b) \$	00
(c) What is the amount of teaching/research assistantship income the student will receive from your school?.....	(26c) \$	00
(d) What is the amount of institutional funded employment program income the student will receive from your school?.....	(26d) \$	00

<p>(27) SIGNATURE OF SCHOOL OFFICIAL (IN INK)</p> <p style="text-align: center; font-size: 2em; color: gray;">SIGN HERE</p>	<p>PRINT NAME</p> <p style="text-align: center; font-size: 2em; color: gray;">PRINT HERE</p>	<p>(28) DATE SIGNED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">YEAR</td> <td style="width: 10%;">MONTH</td> <td style="width: 10%;">DAY</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	YEAR	MONTH	DAY			
YEAR	MONTH	DAY						

SCHOOL AND PROGRAM INFORMATION

PURPOSE

The school and program information on Appendix 3 allows StudentAid BC to determine whether the programs for which students request funding are eligible in accordance with StudentAid BC policy.

INSTRUCTIONS TO ALL SCHOOLS: IMPORTANT

- The completion of this Appendix 3 DOES NOT confirm enrolment or registration in the program.
- Content is information only to assist StudentAid BC to determine the student's eligibility for financial assistance. You will be required to confirm enrolment at a later date.

WHO COMPLETES APPENDIX 3?

The Appendix 3 is required for students attending private training schools in British Columbia (except Trinity Western University) or any schools outside British Columbia.

NOTE

Instructions for your school are printed on the other side of this page. Do not separate these pages before this **Appendix 3** has been completed by your school official.

No faxes, scans or copies are accepted as original signatures are required.

DEADLINE

- Completed Appendix 3 must be received at least 6 weeks before classes end.
- Incomplete Appendix 3 will delay processing of your application.
- Ensure all sections are completed before you submit your application to StudentAid BC.

DOES MY SCHOOL HAVE TO BE DESIGNATED?

For your program of study to be eligible for StudentAid BC funding, your school must be a designated school authorized by British Columbia, and it must meet B.C. post-secondary education requirements.

All public universities, colleges and institutions in B.C. are designated; however, not all private training schools or out-of-province schools have been reviewed and designated by the Ministry of Advanced Education.

Not all schools choose to be designated. Before applying for StudentAid BC funding, you should confirm the school's designation status on www.StudentAidBC.ca under Search for designated schools.

Note: Your school must be designated as of the first day of classes, or your application will be denied.

If you wish to have your school designated, please complete the Designation Request Form available on our website and forward it to StudentAid BC for review. The designation process may take several weeks to complete. Assistance through StudentAid BC cannot be considered before the school is designated because funding is not retroactive.

SECTION A

All students who need Appendix 3 must complete Section A.

SECTION B

This section must be completed by staff at the financial aid office or the registrar's office of your school. Take or mail your Appendix 3 to the school you plan to attend. Check with the school first to make sure you send the form to the right person.

SECTION C

If you are mailing an Appendix 3 to your school for completion, the school's staff will return it to the address you have entered in Section C.

Incomplete Appendix 3s will be returned to you and will delay processing of your application. Ensure that you have completed all sections before you submit your application to StudentAid BC.

INSTRUCTIONS TO ALL SCHOOLS

- The information you provide in Appendix 3 is necessary to determine the eligibility of the program and the student's financial need.
- It also determines the disbursement and negotiation dates for any assistance and the date the loan will go into repayment status.
- Department heads, faculty members and teaching staff DO NOT have authority to complete or sign this form.
- Ensure the mailing address listed is for the financial aid office or registrar's office at the school, not the department or faculty address.
- Enter your school and program code. To find program and school codes visit www.StudentAidBC.ca
- Ensure your school stamp or seal is used.
- It is not expected that students pay their fees before the school completes this form.

B.C. PUBLIC SCHOOLS

Appendix 3 may only be completed by authorized financial aid staff. Submitted forms must bear the official FAO stamp.

B.C. PRIVATE SCHOOLS

This form must only be completed by staff at the school who have signing authority as per their StudentAid BC designation agreement.

SCHOOLS OUTSIDE B.C.

This form must only be completed by financial aid or registrar's staff who have signing authority for student financial assistance purposes.

QUESTION 17 DATE CLASSES START

Enter first day of classes for the program of study in which the student is or will be registered.

Indicate the program of study in which the student is intending to start classes between August 1, 2012 and July 31, 2013.

Note: *The program of study must be at least 12 weeks long.*

QUESTION 18 DATE CLASSES END

Enter the last day of classes or exams, whichever is later, for the program of study.

Note: *If you are completing Appendix 3 to extend a study period end date (reassessment), enter the original study period start date on Question 17. The program of study cannot exceed 52 weeks in length.*

QUESTION 21 YEAR OF PROGRAM

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

For example:

- If the program requires one year or less to complete, mark 1 in the box.
- If the student is entering the third year of a four-year program, mark 3 in the box.

QUESTION 23 CORRESPONDENCE/DISTANCE EDUCATION PROGRAM

Students enrolled in correspondence studies, distance education, on-line programs or other programs with a non-traditional form of delivery are required to submit the Confirmation of StudentAid BC Distance Education Eligibility form. Download the form at www.StudentAidBC.ca. This form must be completed by the school official and submitted to StudentAid BC with the required documentation.

QUESTION 24 PROGRAM TYPE

Indicate type of credential the student will receive upon successful completion of this program.

QUESTION 25a

Actual **tuition** fees only, do not include any other fee.

QUESTION 25b

Mandatory fees include registration fee, archiving fee, licence exam fee, AMS/Student Society Fees, Association fees. Mandatory fees do NOT include local transportation, medical premiums or student licence.

QUESTION 25c

Program related costs include actual books and supplies, kit, personal instruments or tools required for study/practice, computer equipment to a maximum of \$300 per year (software usage charges, repairs, etc.), clothing/uniform, safety equipment shoes/boots and other equipment rental (diving, aviation, photography, etc.).

QUESTION 25d

Exceptional expenses include compulsory trips, practicum costs and clinical experiences.

Please consult the StudentAid BC Policy and Procedure manual available online at www.StudentAidBC.ca or contact StudentAid BC for further information.

Appendix 3

SCHOOL AND PROGRAM INFORMATION

SECTION A - STUDENT: COMPLETE SECTION 'A' (FRONT PAGE) AND 'C' (BACK PAGE) ONLY

(01) STUDENT'S LAST NAME ALL QUESTIONS MUST BE ANSWERED IN INK

(02) STUDENT'S FIRST NAME MIDDLE INITIAL

(03) STUDENT'S SOCIAL INSURANCE NUMBER

(04) STUDENT APPLICATION NUMBER

(05) STUDENT NUMBER (IF KNOWN)

SECTION B - TO BE COMPLETED BY AN OFFICIAL OF THE FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE ONLY (SCHOOL AND PROGRAM INFORMATION)

(06) SCHOOL NAME

EMAIL OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

(07) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

(08) MAILING ADDRESS OF FINANCIAL AID OFFICE OR REGISTRAR'S OFFICE

(10) CITY/TOWN (11) POSTAL/ZIP CODE

(12) PROVINCE/STATE AREA CODE TELEPHONE NUMBER (Financial Aid Office) AREA CODE FAX NUMBER (Financial Aid Office)
 - -

SCHOOL CODE

PROGRAM CODE

Visit www.StudentAidBC.ca to find codes

OFFICIAL STAMP OR SEAL OF SCHOOL

STAMP / SEAL HERE

(13) COUNTRY (14) TYPE OF SCHOOL - MARK ONE
 A PUBLIC ACADEMIC B PRIVATE ACADEMIC C PUBLIC NON-ACADEMIC D PRIVATE NON-ACADEMIC

(15) PROGRAM/FACULTY (16) MAJOR/DEPARTMENT (if applicable)

(17) DATE CLASSES START YEAR MONTH DAY (18) DATE CLASSES END YEAR MONTH DAY (19) TOTAL WEEKS (20) STUDENT'S INTENDED COURSE LOAD % (20a) PRIOR LEARNING ASSESSMENT (PLA)
 TO (NOT TO EXCEED 52 WEEKS FROM START DATE) % YES NO

(21) What year will the student be in (e.g., 1st, 2nd, 3rd, 4th, etc.) YEAR

(22) How long is the program when taken at 100% including program breaks? (If less than 60 weeks, mark '1' in box) YEAR(S)

(23) Is this a correspondence/distance education program? YES NO

(24) Program type (mark one box only) CERTIFICATE ASSOCIATE/DIPLOMA UNIVERSITY TRANSFER BACHELOR MASTER DOCTORATE PROFESSIONAL UNCLASSIFIED/QUALIFYING
 A B C D E F G H

(25) Total costs: **must be shown in Canadian dollars.**

(a) Actual tuition, do not deduct any sponsored tuition amount (25a) \$

(b) Mandatory fees, do not include optional fees..... (25b) \$

(c) Program related costs..... (25c) \$

(d) Exceptional expenses..... (25d) \$

(26) Student awards: **must be shown in Canadian dollars.**

(a) What is the amount of scholarship(s) the student will receive from your school?..... (26a) \$

(b) What is the amount of bursaries the student will receive from your school?..... (26b) \$

(c) What is the amount of teaching/research assistantship income the student will receive from your school? (26c) \$

(d) What is the amount of institutional funded employment program income the student will receive from your school?..... (26d) \$

X (27) SIGNATURE OF SCHOOL OFFICIAL (IN INK) PRINT NAME (28) DATE SIGNED
MUST BE SIGNED **PRINT HERE** YEAR MONTH DAY

SECTION C - STUDENT'S MAILING ADDRESS REQUIRED

LAST NAME

FIRST NAME

MAILING ADDRESS

Apt./suite

Street Number and Street Name/PO Box

Use this line for any part of your address **not** indicated above

Use this line for any part of your address **not** indicated above

CITY/TOWN

PROVINCE/STATE

POSTAL/ZIP CODE

COUNTRY

AREA CODE

TELEPHONE NUMBER

E-MAIL ADDRESS – Notifications MAY be sent to this address

CONTACT INFORMATION

TO REACH StudentAid BC BY PHONE:

Call

1-800-561-1818 toll-free from in Canada or USA

or

(250)-387-6100 from outside North America

TO REACH StudentAid BC BY MAIL:

StudentAid BC

Mailing address:

P.O. Box 9173 Stn Prov Govt

Victoria B.C. V8W 9H7

Courier address: c/o StudentAid BC

1st Floor, 835 Humboldt Street

Victoria B.C. V8V 4W8

Visit us on-line at www.StudentAidBC.ca

HOURLY ATTENDANCE RECORD

- Name of School -

<u>Student name:</u>		<u>Program:</u>		<u>Month:</u>		<u>Total</u> <u>Program</u>	<u>Courseload</u>
Ima B. Student		Office Administration		October		Hours: 625	100%
<u>Week Ending:</u>	<u>Course Code:</u>	<u>Course Description</u>	<u>Time In</u>	<u>Time Out</u>	<u>Total hours</u> <u>attended</u>	<u>Required</u> <u>hours</u> <u>of program</u>	<u>Percentage of</u> <u>required hours</u>
01-Oct-07	ABC2153	Implementing MS Windows 2005	4:41 PM	8:43 PM	4.02	5	
02-Oct-07	ABC2153	Implementing MS Windows 2005	12:36 PM	2:43 PM	2.07	5	
03-Oct-07	ABC2153	Implementing MS Windows 2005	10:26 AM	2:57 PM	4.31	5	
04-Oct-07	ABC2153	Implementing MS Windows 2005	3:55 PM	7:52 PM	3.57	5	
05-Oct-07	ABC2153	Implementing MS Windows 2005	11:27 AM	3:06 PM	3.39	5	
					17.36	25	69.44%
08-Oct-07						Thanksgiving	0
09-Oct-07	ABC2153	Implementing MS Windows 2005	11:49 AM	4:07 PM	4.18	5	
10-Oct-07	ABC2153	Implementing MS Windows 2005	1:20 PM	4:37 PM	3.17	5	
11-Oct-07	ABC2153	Implementing MS Windows 2005	9:44 AM	1:17 PM	3.33	5	
12-Oct-07	ABC2153	Implementing MS Windows 2005	11:06 AM	3:30 PM	4.24	5	
					14.92	20	74.60%
15-Oct-07	ABC2154	Implementing MS Windows, Infra.	9:01 AM	1:48 PM	4.47	5	
16-Oct-07					absent	5	
17-Oct-07					absent	5	
18-Oct-07	ABC2154	Implementing MS Windows, Infra.	10:07 AM	5:05 PM	6.58	5	
19-Oct-07	ABC2154	Implementing MS Windows, Infra.	12:18 PM	4:57 AM	4.39	5	
					15.44	25	61.76%
22-Oct-07	ABC2154	Implementing MS Windows, Infr.	9:01 AM	1:48 PM	4.47	5	

Section 6 – End of Study

Once students are close to the end of their program, school officials should meet with students either individually or in groups, to discuss student loan repayment obligations.

Exit Meeting with Students:

At the conclusion of a student's studies the school must have conducted an exit meeting with each student.

The exit meeting, at a minimum, should remind the student of:

- Their repayment responsibilities;
- The repercussions of non-repayment or avoidance of payment;
- What options are available to students who may find themselves in financial difficulties after leaving school; and
- Their responsibility to remain in contact with the National Student Loan Service Centre and the BC Student Loan Service Bureau.

Exit counselling should be supplemented with informational booklets and brochures as well as relevant websites:

- Guide to Repaying Your BC Student Loan brochure, available to order from the StudentAid BC website www.studentaidbc.ca. (Click on Find a Form).
- Canada Student Loans booklet (catalogue number HRIC-076-04-03E) available to order by mail at:
 - HRSDC
140 Promenade du Portage
Phase IV, Level 0
Gatineau QC K1A 0J9
 - By fax at 819-953-7260
 - Or by e-mail at pub@hrdc-drhc.gc.ca
- The NSLSC website www.canlearn.ca

Studies show that students who do not receive adequate exit counselling including an introduction to debt management tools are more likely to default.

Below is a sample of an exit interview form to use when conducting your exit interviews. Place the original exit interview form in student file and give a copy to the student.

Below is a contact list of the lenders to use as a hand out to students when conducting your exit interviews.

Student Counselling Notes
Ima B Student
<i>Exit Interview - Aug 03, 2010</i>
<i>Student has read, signed and received a copy of the "Exit Interview" form and is aware she has a loan and that it needs to be repaid and that payments will start in March 2009. She is also aware of who the service providers are and how to contact them is she has any questions.</i>
<i>Student is aware that if she returns to full-time studies, interest free status is available provided that her loan is not in default.</i>
<i>Student is aware that debt management tools are available if she finds herself in financial difficulty during loan repayment.</i> <i>Provided repayment brochures and informational websites.</i>

EXIT INTERVIEW

Student Name _____

Graduation/Withdrawal Date _____

Total Amount Borrowed _____ First Payment Due Date _____

I understand the following:

- My loans are repayable six months after my study period end date or withdrawal date
- Interest will start to accrue after my study period end date or withdrawal date
- The CSL and BCSL are separate loans and need to be repaid individually
- I will repay my loans when they become due. If I am unable to make either my first payment or any subsequent payments, I will inquire and learn about available debt management programs to prevent my loan from going into default
- I will keep in touch with the school for on-going support while looking for employment as well as provide them with updated contact information
- I will contact the school if I am confused or unsure about when and how to repay my loan
- Claiming bankruptcy will not erase a student loan debt

I understand that if I do not repay my loans on time, the following consequences may include:

- A bad credit rating
- Additional interest charges
- Loss of future student loan/grant assistance
- Dealing with a collection agency
- Loss of future income tax refunds and GST rebates
- Legal action
- Wage garnishments or property lines
- No eligibility for any debt management program such as interest relief
- May be denied future credit for personal or business loans or for the purchase of a home or car

I acknowledge that I have read and understand all information covered in this document.

Student Signature

Date

Student Loan Contact List for Repayment

For Student Loans Cashed After August 2000

Canada Student Loans

www.canlearn.ca

National Student Loans Service Centre PO Box 4030 Mississauga, ON L5A 4M4 1-888-815-4514 (toll free in North America) TTY: 1-888-815-4556	Outside North America, dial the International access code, followed by 800-2-225-2501 (toll free) Countries outside of North America Without an international access code: Call Canadian operator at: 800-0800-096-0634, then call collect 905-306-2950
Pre-Consolidation Contact Number: 1-866-303-3503	

BC Grant Overwards & B.C. Student Loans Collections

Revenue Services of BC
PO Box 9401 Stn Prov Govt
Victoria, BC V8W 9V1
1 866 361 - 5050
250 356 - 0651 fax
250 356 - 7822 fax

For Student Loans Cashed Prior to August 2000

Canadian Imperial Bank of Commerce CIBC National Student Loan Service Centre

PO Box 5055 Burlington, ON L7R 4P3
1 800 563 - 2422

Royal Bank of Canada Western Canada Student Loan Centre

PO Box 4700 Stn D
Toronto, ON M9A 4X5
1 888 359 - 4770

Bank of Nova Scotia Government Student Loan Administration Centre

PO Box 9, STN U
Etobicoke, ON M8Z 5M4
1 888 284 - 3044

After Students Leave School:

Once a student is no longer attending school it is recommended that school officials maintain a connection with the student in the event that issues arise that may or do lead to default on the loan.

School officials should remind students to keep all personal information up to date with the school, with StudentAid BC and with the service providers.

Repayment:

Canada student loans and B.C. student loans are two separate and distinct loans. It is important that students contact each service provider separately.

To assist school officials in developing a default strategy, below is an outline of what a student can expect when they complete their studies and their B.C. student loan repayment date approaches. Although there are similarities between B.C. and Canada student loan repayment processes, check the CSLP website at www.canlearn.ca for details on Canada student loan repayment information.

Lifecycle of a British Columbia Student Loan in Repayment:**Grace Period:**

- To determine the B.C. student loan repayment date, the student's study end date always defaults to the last day of the month in which the student completed school.
Example: Student last date of attendance is April 12, the default date is April 30.
- The grace period begins on the first day of the following month and ends on the last day of the sixth month.
Example: May 01 to October 31.
- Students enter repayment the first day of the seventh month. No payments are required until the last day of the seventh month.
Example: November 30.
- Interest accrues throughout the grace period. •
- A pre-consolidation letter is sent by the B.C. Student Loan Service Bureau (BCSLSB) to the student 2.5 months before the student reaches their repayment date outlining:

- Anticipated monthly payment;
- Interest rate;
- Payment due date; and
- Loan balance.
- A Consolidation Agreement is sent to the student 1.5 months before the student's repayment date outlining:
 - Loan amount;
 - Interest rate (fixed or floating);
 - Repayment terms (generally 174 months);
 - Account information;
 - Payment due date; and
 - Monthly payment amount.

Consolidation Agreement:

- Within six months of ceasing to be a full time student, a borrower who has received loans through StudentAid BC must enter into a consolidation agreement with the bank or service provider managing the loan documents. This agreement establishes the monthly payments which will be required to repay the debt in full.

Repayment day:

- Repayment day is on the first day of the seventh month following the student's last day of studies.

Monthly Payments:

- Will be automatically debited from the student's account on the last day of each month.
- Extra payments can be made anytime by:
 - On-line payments;
 - One time debit;
 - Telephone banking; or
 - Cheque or money order.

Financial Difficulties:

Refer to the StudentAid BC Policy and Procedures manual Chapter: Repayment.

The StudentAid BC Policy manual contains detailed descriptions of all of the federal and provincial debt management programs and contact information.

School officials should refer students who are having repayment difficulties to the applicable service provider, StudentAid BC or to the website at www.studentaidbc.ca

Debt management tools include:

- Principal deferment;
- Extended amortization of loan;
- Federal Repayment Assistance Plan;
- Loan remission;
- Federal Permanent disability benefits;
- Loan forgiveness program; and
- Loan reduction program.

Appeals:

If the student finds that they are not eligible for a federal or provincial debt management program and they feel that their circumstances have not been accurately reflected or are beyond their control they may be able to submit an appeal for further consideration. Refer to the StudentAid BC Policy and Procedures manual Chapter on Appeals for appeal criteria relating to repayment.

Missed Payments:

- 1 missed payment = delinquent;
- 2 missed payments = no further funding; or
- 5 missed payments = (default) sent to Revenue Services of B.C. for collection.

Collections:

Students can expect from the Revenue Services of B.C. collection department:

- Demanding phone calls;
- Monthly demand letters;
- Loss of an expected income tax return, including GST refund.
- Third party demands (garnisheed wages);
- Legal action and/or a bad credit rating.

Default Prevention Approaches:

Schools can play an important role in student loan default management. The following are suggestions that schools might choose to try to actively assist students in avoiding default on their student loan repayment obligations.

- Contact students immediately after they enter the grace period and several times during the grace period, to ensure that students know about consolidation, repayment options and the deadline for starting repayment.
- Encourage students to use the grace period to set up an electronic payment agreement (automatic debit) with the service provider or to confirm that the service provider has the most up to date banking information.
- Encourage students to make payments during the grace period to help them become aware of the existence of loan payments in their budgets after leaving school and to reduce the total interest to be paid.
- Call at different times of the day
- Develop a regular email or letter sending strategy for reminding students of deadlines and other issues regarding their loan. See samples in this manual.
- Maintain up to date contact information including email addresses and alternate contact information in the event the student moves.
- Inform students who have become delinquent borrowers that there are options and there is help available. Refer them to the StudentAid BC website.
- Maintain a selection of brochures to send out to students describing StudentAid BC debt management programs and contacts. Brochures can be ordered through the StudentAid BC website www.studentaidbc.ca (Click on forms).
- Use a light touch remembering the goal is assistance, not collection.

Contacting Exited Students:

See the sample of a student contact form which can be used along with letters, e-mails and phone call scripts. Remember to keep track of address and other changes for the student and their contact.

FORM FOR TRACKING STUDENT CONTACT AND REPAYMENT REMINDER LETTERS

Student Name	Alternate Contacts: Address, phone number and e-mail	Student Leaving Date	Check what is to be done this month				Comments and Date
			3 months later	5 months later	e-mail	phone call	

LETTER

Dear

This is a reminder that your student loan(s) are due and payable soon.

Failure to make your student loan payment(s) on time has serious consequences. There are student loan debt management programs available that may assist you if you are not in a financial position to repay your student loan(s).

If you have any questions, refer to the enclosed “Student Loan Contact List for Repayment” and contact the National Student Loan Service Centre about your Canada Student Loan, the BC Student Loan Service Bureau about your BC Student Loan and if you have a Grant overaward, contact Revenue Services of BC.

If you are not yet employed, please contact _____ at school name and they can provide you with job search assistance and support in obtaining employment.

If you wish, you may contact me at _____. I can provide you with information about repayment, loan management options, or if you have any other questions I will be more than happy to help you.

Regards

LETTER

Dear

This is another reminder that your student loan(s) are due and payable very shortly.

You should have received information about repayment from the National Student Loan Service Centre and/or the BC Student Loan Service Bureau. If you have not heard from them and/or you have a new address, please refer to the enclosed “Student Loan Contact List for Repayment” sheet and contact them immediately.

Please understand that failure to make your student loan payment(s) on time has serious consequences.

There are student loan debt management programs available that may assist to you in the event that you are not in a financial position to make a payment, whether it is your first payment or any future payments. If you are in this situation, refer to the enclosed “Student Loan Contact List for Repayment” sheet and contact the National Student Loan Service Centre about your Canada Student Loan, the BC Student Loan Service Bureau about your BC Student Loan and if you have a Grant overaward, contact Revenue Services of BC.

If you are not yet employed, please contact _____ at school name and they can provide you with job search assistance and support in obtaining employment.

If you wish, you may contact me at _____. I can provide you with information about repayment, loan management options, or if you have any other questions I will be more than happy to help you.

Regards

Student Counselling Notes Ima B Student
<i>Jan 04, 2009 - Mailed first repayment reminder letter.</i>
<i>Feb 01, 2009 - Mailed second repayment reminder letter.</i>
<i>March 03, 2009 - Made follow up phone call. Ima received my letters but is not working. I referred her to our Employment Department and gave her instructions to contact the NSLSC and BCSLSB to request Interest Relief forms.</i>
<i>March 14, 2009 - Ima has sent in her Interest Relief forms and is working with our Employment Department to find a job.</i>

Graduate Surveys:

School officials should encourage students to make contact with them when they have found employment. This will enable the school to ensure current contact information is on file and it will allow them to determine how successful their students were in gaining employment in their chosen field.

Surveys can take place four to six months after graduation and would include questions that would uncover general financial conditions the student is experiencing, their expectations for future employment and their satisfaction level with their program of study.

School officials can word questions in the surveys to determine how the student responded to the tools and processes the school used to inform them of their loan responsibilities.

School officials would need to analyze the default data they are receiving to determine the profile of a student who is likely to default. The resulting information would then be used in retooling their default management strategies and practices throughout the process of recruiting, counselling, educating and graduating students.

School officials should utilize these surveys to evaluate the success of their programs by contacting employers to determine if the school’s graduates are trained well enough to fulfill industry needs.

Section 7 – Audit and Compliance

Student Audits:

StudentAid BC is a needs based program. To identify and prevent abuse, all student assistance files are subject to review by the ministry Verification Officers. Serious concerns will be referred to the ministry Fraud Investigator for possible referral to the RCMP for formal investigation and could result in charges under the Criminal Code of Canada.

Students under audit by the unit will be requested to provide documentation to verify information that the student, their spouse or parents have submitted on any StudentAid BC application or appendices. This includes applications for Interest Relief and other program applications. Students should be advised to keep all receipts and supporting documentation which may be needed for audit purposes, example: tenancy agreement/cancelled rent cheques, child support or alimony payment receipts, income statements, bank statements etc.

School officials should ensure that their students read and are familiar with the terms and conditions of assistance as stated in the StudentAid BC application declaration and appendices.

Processing of assistance can be held up until audits are completed. To avoid delays in their funding, students should promptly reply to audit requests.

Students must reply to the audit request directly. School officials must not get involved with student audit issues unless information is required from the school.

School Compliance Audits:

It is a privilege, not a right, for a designated school to administer StudentAid BC. School officials of a designated institution must actively review all StudentAid BC administrative practices to ensure that their staff are knowledgeable and capable of administering the program. Officials of an institution must take action to prevent over-assessments and to prevent fraud.

The institution must provide the Compliance Officers, upon request, with any information or documentation they may need to confirm that the school has complied with the obligations and requirements set out in the Designation Agreement.

The institution must take measures to ensure that the incidence of loan defaults by its students is minimized.

If a designated institution fails to comply with any of the StudentAid BC performance requirements referred to in the Designation Agreement, in the StudentAid BC Policy and Procedures manual and in this manual, the ministry will take action to protect the integrity of StudentAid BC.

Be reminded that, failure by designated school officials to follow the obligations and requirements of StudentAid BC can result in revoked designation or other restrictions being imposed upon the school.

The ministry forms listed below are required forms and must be used as specified throughout this manual. Ministry forms can be printed or ordered from the StudentAid BC website www.studentaidbc.ca (Click on Find a Form) or ordered from the Forms Distribution Clerk see StudentAid BC staff contact section of this manual.

Samples of letters, counselling notes and other records listed below are shown in the applicable section of the manual and are guidelines only. Schools may wish to create modifications of the samples for their own use as required. Some records such as Attendance, Practicum and Participation records are mandatory records that must be kept for all students and must reflect accurate record keeping by school officials.

School officials should be familiar with all StudentAid BC policies and procedures when administering StudentAid BC and when completing StudentAid BC forms and documents.

Forms and Sample Description

Section 2: Designated School Status

Request for Designation of a Post-Secondary Institution form..... pg 10 a
A **ministry form** used to request StudentAid BC designation for an accredited institution. Can be sent to StudentAid BC by a student or school official. Upon receipt of this form, StudentAid BC will send an application for designation package to the school which must be completed and sent back to StudentAid BC for assessment. The designation process can take several weeks to complete. StudentAid BC assistance cannot be considered until the institution is designated.

Designation Questionnaire..... pg 10 b

A **ministry form** used in relation to the school designation process.

Section 3: Eligibility of Programs

Program Eligibility Declaration form..... pg 27 a
A **ministry form** that is completed by schools for initial designation, for changes to existing programs and must be completed and submitted annually along with the Designation Agreement to StudentAid BC. Completion of this form is required to evaluate and ensure that the program of study meets StudentAid BC standards and criteria.

Section 4: Student Entry

Budget Worksheet..... pg 26

Students who complete the budget form will be able to determine how much money they will need in order to pay costs associated with their study period and program of study. Available for students in the StudentAid BC Student Guide.

Student Obligations form..... pg 34

An entrance counselling tool to be used during the student enrolment process. The student must read and understand the form prior to signing. The form outlines the students obligations to and understanding of their commitment to StudentAid BC and to repayment of their loans.

Student Enrolment Agreement and Contract..... pg 35

A legal document of agreement between a student and the school. States the details and costs for the student's intended program of study. Program information shown on the contract must be the same information as that on the Appendix 3 and the StudentAid BC application.

Confirmation of StudentAid BC Distance Education Eligibility form..... pg 36 a

A **ministry form** to be completed by the school for students wishing to enrol in a program with a non-traditional form of delivery or a combination of traditional and non-traditional delivery with distance education. Schools must attach the appropriate requested information to the form then submit to StudentAid BC for consideration and approval.

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Section 5: In Study

Student Counselling Notes form..... pg 41

A running record kept by the school for a student from initial contact, to enrolment, to end of studies and after the student leaves school. Must be kept in the student's file.

Attendance Requirements Obligation form..... pg 42

A counselling tool to be used during the student enrolment process or when irregular attendance becomes an issue. The student must read and understand the form prior to signing it. The form outlines the student's obligations to and understanding of the requirement to maintain regular attendance.

A series of Absence Warning letters: first, second, third and other..... pg 44

Series of letters that school officials can use to contact "at risk" students who are missing classes and are in danger of becoming a withdrawal or unsuccessful completion.

- Checklist for Release of Student Loan Funding form..... pg 54**
Checklist sample that school officials could use prior to releasing student assistance documents to ensure that the student meets attendance and participation requirements.
- Agreement for Directing of StudentAid BC Funds..... pg 55**
Shows student approval for the directing of funds from student loan and/or grant documents to the school's account.
- Disbursement of Student Loan Funds form..... pg 56**
Shows student approval for the directing of funds from student loan and/or grant documents to the school's account.
- Lost Document form..... pg 65 a**
A **ministry form** to be used by students to report lost or destroyed Canada student loan documents to StudentAid BC.
- Withdrawal Notification form..... pg 49 a**
A **ministry form** used by the school to notify StudentAid BC that a student that has withdrawn, been dismissed or has failed to maintain regular attendance or participation in their program of study.
- Non-Punitive Withdrawal form..... pg 49 b**
- Cancel Documents form..... pg 49 c**
A **ministry form** used by the school to notify StudentAid BC that the attached student loan or grant documents are to be cancelled.
- Unsuccessful Completion form..... pg 65 b**
A **ministry form** to be used by school officials to notify StudentAid BC when a student does not successfully complete their program of studies by the study end date reported on their StudentAid BC application Appendix 3 and the enrolment contract with the school.
- Early Completion form..... pg 65 c**
A **ministry form** to be used by school officials to notify StudentAid BC when a student successfully completes their program of studies before the study end date reported on the StudentAid BC application Appendix 3 and the enrolment contract with the school.
- Appendix 3 (school and program information) form..... pg 65 d**
When a student makes application for StudentAid BC funding, the institution is required to complete an Appendix 3 form. The form provides information in regard to the School name and code, program of study code, the study period and actual weeks of study, the credential level, and actual costs incurred by the student including tuition, books, supplies and other related allowable expenses. The student application cannot be processed until the Appendix 3 is received.

Hourly Attendance Sheets..... pg 65 e

It is mandatory that schools keep a record of a student's attendance. Samples show a manual method of tracking daily or hourly attendance. This sheet can also be created in Excel as a spreadsheet. Schools must keep track of the actual number of instructional hours that the student received and not include lunch or coffee breaks. School officials who are maintaining attendance records must be able to easily identify students who are not maintaining the required hours to be StudentAid BC eligible.

Section 6: End of Study**Student Counselling Notes form..... pg 66 & 75**

A running record kept by the school for a student from initial contact, to enrolment, to end of studies and after the student leaves school. Must be kept in the student's file.

Exit Interview form..... pg 67

An exit counselling tool to be used during the student exit interview. The student must read and understand the form prior to signing. The form outlines the students obligations to and understanding of their obligation to repayment of their student loans.

Student Loan Contact List for Repayment form..... pg 68

List with contact information for student loans. Can be used in conjunction with exit interview and be provided to the exiting student.

A Series of Student Loan Payment Reminder Letters..... pg 73

A series of letters that school officials can use to contact students who have left the school to remind them of their student loan repayment obligations. To assist students to avoid defaulting.

Policies, procedures and ministry forms are subject to change.