

CERTIFICATION OF PROGRAM INFORMATION

1) I confirm that all programs listed on the 2019/2020 Institutional Appendix in SFAS meet the following criteria:

- the programs are full-time (100% of a full course load); **and**
the program of study is delivered entirely through on-site instruction; **and**
- programs which are only delivered online or a combination of traditional and non-traditional delivery (i.e. blended) may be eligible for StudentAid BC funding if they meet the following criteria:
 - The program (academic or career training) is also offered and delivered at 100 per cent course load on site. **or**
 - Students will earn the same number of academic credits in the same period as students in other StudentAid BC eligible programs delivered on-site at the same institution. **or**
 - Students will earn academic credits at the undergraduate level that are recognized at another designated institution listed in the BC Transfer Guide (i.e., recognized by the BC Council on Admissions and Transfer which can be accessed at [BCCAT](#)), the Alberta Transfer Guide, or other acceptable articulation agreements from other jurisdictions; **and**
- non-credit programs involve a minimum of 20 instructional hours per week, or total credits/units that constitute full-time study determined by the school; **and**
- the programs are at the post-secondary level (in accordance with StudentAid BC policy); **and**
- the programs are:
 - i) for numeric credit, **or**
 - ii) base budget funded (non-ABE), **or**
 - iii) approved by the Academic Council/Education Council/Board of Governors/Senate at your institution
- programs lead to a formal credential (degree, diploma, certificate or citation) issued by the legislated governing body of the institution; **and**
- the programs are a minimum of 12 weeks in length in a 15-consecutive week timeframe, and no study period exceeds 52 weeks in length for the purposes of the application,
- breaks in full time study do not exceed 10% of the entire study period weeks and no breaks are longer than two consecutive weeks (**ten working days**) except for Christmas (end of year) breaks which can be three consecutive weeks.
- Non-Credit Programs (vocational/trades/technical) are either funded by the Ministry of Advanced Education, **or** approved by Education Council or Senate and have published minimum entrance requirements:
 - graduation from Grade 12 or equivalent (B.C. high school diploma, B.C. Adult Graduation Diploma, General Educational Development (GED), or an equivalent secondary school completion from another jurisdiction or;
 - grandfathered or;
 - mature student status (age 19 prior to the start of classes); **and**
 - the programs meet the criteria in Chapter 2 of the 2019/2020 StudentAid BC_Policy Manual.

❖ Statements or Certificates of Completion are not considered to be formal credentials.

2) I also confirm that all program costs included in the 2019/2020 Institutional Appendix meet the following criteria:

- only required tuition and fees are included; **and**
- only required textbooks are included; **and**
- only allowable practicum costs have been identified as outlined in the “Field Trip/Practicum/Clinical Costs” document attached; **and**

- only mandatory supplies and equipment costs are included (paints, clay, film, etc.), computer costs including hardware, software, on-going costs such as internet charges, repairs and ink cartridges may be included up to the maximum \$500 per year (see breakdown below).
 - 12-17 wks: \$1,500 books/supplies (includes up to \$250 computer/technology);
 - 18-34 wks: \$3,000 books/supplies (includes up to \$350 computer/technology);
 - 35-52wks: \$3,000 books/supplies (includes up to \$500 computer/technology).

3) I also confirm that none of the following items/programs have been included in the Institutional Appendix information:

- any items, including work tools or office equipment, that are required for the workplace as opposed to required for the program of study itself; **or**
- any costs relating to the ownership or operation of a motor vehicle; **or**
- any costs relating to meals or accommodation; **or**
- any program travel costs that are not mandatory for the program of study; **or**
- any programs that are self-interest or hobby courses; **or**
- any costs of exams or tests that are optional and unrelated to program completion.
- Diving equipment.
- Musical instruments.
- Cameras, lenses and related photography equipment.
- Camping and hiking gear for outdoor recreational programs.
- Equipment for golfing, skiing, or other sports.
- Passports or luggage.
- Purchase of communication devices such as cell phone, voicemail/email, pager service

PRINT NAME OF FINANCIAL AID OFFICER/MANAGER

SIGNATURE OF FINANCIAL AID OFFICER/MANAGER

_____ **DATE:** _____

NAME OF INSTITUTION: _____