

Instructions to School:

The purpose of the confirmation of enrolment is for you to confirm the enrolment of this student for the study period indicated on this form.

1. Please confirm enrolment.
2. Please indicate the amount, if any, you want remitted directly to your school. This amount CANNOT exceed the amount of the disbursement. It is expected that you have discussed the amount to be paid to the school with the student prior to requesting funds.
3. Sign here. Only a school signing officer authorized by StudentAid BC may complete this confirmation of enrolment.
4. Indicate the date signed. THIS FORM IS INVALID IF SIGNED PRIOR TO THE DISBURSEMENT DATE, OR IF SIGNED MORE THAN 30 DAYS AGO.
5. Print your name. The name indicated and the signature name must match or the confirmation will not be valid.
6. Indicate your title.
7. You must validate this form with your official school stamp or seal. You must ensure that if you are faxing this form, that the stamp or seal will be visible upon receipt in our office.

Email, fax, OR mail the completed confirmation of enrolment to StudentAid BC.

Email Address:
SABC.AdminUnit@gov.bc.ca

Fax: 250 356-9455; or
1-866-312-3322 toll free in Canada/U.S.

Mailing Address:
StudentAid BC
PO Box 9173 STN Prov Govt
Victoria BC V8W 9H7

Courier Address:
1st fl, 835 Humboldt Street
Victoria BC V8V 4W8

If emailing or faxing, please DO NOT forward the original by mail.

Please check the institutional information on the front of this form and make corrections if necessary.

Instructions To International Students:

1. Take this confirmation of enrolment to your school on or after the disbursement date for your enrolment to be confirmed.
2. Your school will return this confirmation of enrolment to StudentAid BC.
3. StudentAid BC will electronically forward your confirmation of enrolment information to the National Student Loans Service Centre.
4. The National Student Loans Service Centre will electronically deposit your student financial assistance into your bank account. Please allow two to three business days for deposit of funds.
5. The disbursement amount indicated on this confirmation of enrolment is the amount of your current disbursement; **however**, if your school is to receive all or part of this disbursement for tuition and/or fees, the amount you will receive may be less than the amount shown on this form. Check your application status at: www.StudentAidBC.ca to confirm how much of your funding will be paid to your school.