



StudentAidBC

StudentAid BC Program Eligibility Exception Request

Purpose:

Institutions seeking an exception to StudentAid BC program eligibility policy and/or criteria should use this form to submit their request to the Designations unit within StudentAid BC.

Eligibility:

Exceptions to StudentAid BC program eligibility policy may be granted if one of the following applies:

1. The exception is required due to the requirements of a licensing or regulatory body overseeing the profession or occupation intended for graduates of the program.
2. There is a substantive academic or administrative rationale for the characteristic of the program that does not adhere to StudentAid BC program policy AND the program has been approved by the accountable authority (e.g. the Private Training Institutions Branch, the Degree Quality Assessment Board, Institution Senate, etc.).

Submission instructions:

- Complete all requested information on page two of this form, and submit electronically to DESIGNAT@gov.bc.ca, with the following subject line: "Program Exception Request: <INSTITUTION NAME>, <PROGRAM NAME>"
- Attach any relevant supporting documentation to the email submission.
- The StudentAid BC Designations Unit will respond to your request within 4-6 weeks of the date of submission.

To be completed by Ministry Officials:

Ministry decision: Approve <input type="checkbox"/> Deny <input type="checkbox"/>	
Reason for denial, if applicable:	
Signature: Director, Program Operations	Date signed: (YYYY/MM/DD)

Ministry of Post-Secondary
Education and Future Skills
StudentAid BC

Email:
DESIGNAT@gov.bc.ca

1-800-561-1818 (Toll Free in
Canada / U.S.)
+1-778-309-4621 (Outside
North America)

Mailing Address:
c/o StudentAid BC
PO Box 9173 Stn Prov Govt
Victoria BC V8V 9H7

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

StudentAid BC Program Eligibility Exception Request

Institution Name:

StudentAid BC Institution Code:

Program Name:

StudentAid BC Program Code:

Program eligibility policy for which an exception is being requested:

(include all relevant policy. A single submission may include multiple policies):

Description of request (include all relevant information, such as: academic and/or administrative rationale, professional licensing or regulatory information, number of impacted students, connectivity to labour market, etc.):

List of attached supporting documentation:

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Official Stamp or Seal of School:

Name of School Financial Aid Official:

Telephone:

Email:

Signature of Institution Official:

Date signed:
(YYYY-MM-DD)