

# Part-Time Studies Request for Reassessment

## STUDENT INFORMATION SHEET

1. Canada student grant for persons with permanent disabilities
2. BC supplemental bursary for students with disabilities
3. Canada student grant for part-time students
4. Canada student grant for part-time students with dependants
5. Canada student loan for part-time studies

When information on your original StudentAid BC part-time studies application changes, you must submit a reassessment. Provide an explanation for the change in the space provided. All information is subject to verification and audit.

Changes include but are not limited to:

- 1. Any new source of asset, or changes to your assets (savings, GICs, RRSPs)**  
Provide an explanation and where possible provide supporting documentation for the change in any assets (savings, GIC, RRSP) and complete Section 3. For changes in your spouse/common-law partner's financial status/assets, provide documentation and complete Section 5 – Spouse/Common-law partner income and assets section.
- 2. Any new source of income, or changes to your income**  
If you and/or your spouse are submitting a change to your previous year's income (Section 3 and 5), provide an explanation for the change(s) and submit supporting documentation (e.g., Income Tax Notice of Assessment from Canada Revenue Agency, T4, etc.).
- 3. Changes to your program of study or study period dates**  
Complete Section 8 – Study Information **and** have your school complete Section 9.
- 4. Change of school before cashing any StudentAid BC funding**  
Complete Section 8 – Study Information **and** have your **new** school complete Section 9. Attach any un-cashed student loan documents to this form.
- 5. Change in marital status**  
Note: changes to marital status after the first day of classes cannot be considered.  
If you marry before your first day of classes, you must answer *Question 15* on this form and have your spouse complete Section 5 – Spouse/Common-law partner income and assets and provide a copy of your marriage certificate. If you separate from your spouse before your first day of classes you must provide a copy of your legal separation agreement confirming your date of separation. If formal documentation is not available, a notarized statement from your ex-spouse/partner with their address and phone number or a letter on business letterhead from a credible third party (e.g., counsellor, religious advisor, doctor, social worker, and lawyer) may be accepted.
- 6. Change in dependant information**  
If the change is because of the birth or adoption of a child, you must complete Section 2 and provide a copy of the birth certificate, or a letter from your physician confirming the date of birth and the child's name. If you are awarded custody of a dependant before your first day of classes, you must provide proof of custody or that you have care of the dependant at least two full days per week during your study period. You must provide a notarized statement from your dependant's other parent with his/her name, address and telephone number and the dates the child lives with you. A statement from a credible third party, such as a social worker or religious adviser is also acceptable and must provide the name, address, telephone number and the person's relationship to you.

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## INSTRUCTIONS

- Section 1: Complete *Questions 01 to 15* inclusive.
- Sections 1 - *Question 16*, through Section 8: Only answer questions (in ink) where the information is **different** from your original application.
- Sections 6 and 7: Read, sign and date declaration in Section 7 (and Section 6 if Spouse/Common-law partner applicable).
- No faxes or copies are accepted as original signatures are required.
- Funding cannot be issued after the date classes end.
- All information is subject to audit and verification.
- If you have applied for the:
  - Canada Student Grant for Persons with Permanent Disabilities, or
  - Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities, or
  - BC Supplemental Bursary for Students with Disabilities,your permanent disability status must first be verified at StudentAid BC. Please ensure you submit your proof for verification using the Permanent Disabilities Programs Application. Verification of a permanent disability can take 6 or more weeks to process. Your permanent disability needs to be verified only once.

## DEADLINE

Your complete and correct request for reassessment must be received by StudentAid BC at least

**6 weeks before the DATE CLASSES END.**

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



# Part-Time Studies Request for Reassessment

## SECTION 1 - APPLICANT'S PERSONAL INFORMATION

(01) Legal LAST NAME

(02) Legal FIRST NAME

(03) Legal MIDDLE NAME(s)

(04) MAILING ADDRESS - IMPORTANT: All mail will be sent to this address  
Apt./box/suite number

(05) Use this line for any part of your address not indicated above

(06) CITY/TOWN

(07) PROVINCE/STATE

(08) POSTAL/ZIP CODE

(09) AREA CODE TELEPHONE NUMBER

(10) E-MAIL ADDRESS (OPTIONAL)

(11) SOCIAL INSURANCE NUMBER

(12) DATE OF BIRTH  
YEAR MONTH DAY

(13) GENDER  
MALE FEMALE

(14) STUDENT NUMBER (mandatory if at a BC public school)

**DEFINITION OF COMMON-LAW for StudentAid BC**  
If you are not married but are living in a marriage-like relationship for at least 12 consecutive months as of the first day of classes, you are considered "Common-Law".

(15) STATUS as of the first day of classes.  
(MARK ONE BOX ONLY)  
SINGLE A SINGLE PARENT B MARRIED C COMMON-LAW D SEPARATED/DIVORCED/WIDOWED E

If you are **Married or in a Common-Law relationship**, your spouse **MUST complete Section 5** and **MUST sign BOTH declarations** for your application to be processed.

(16) Citizenship Status: Canadian citizen  Protected Person  Landed Immigrant/Permanent Resident   
If you are not a Canadian citizen, you must attach a copy of your Canadian Immigration.

(17) Have you ever declared bankruptcy in which Canada student loan funds were involved? ..... (17)  YES  NO

(18) Are you currently in default of a Canada student loan (full-time or part-time)? ..... (18)  YES  NO  
This information will be verified. If you are in default you are not eligible for this program.

If you are a student with a permanent disability, please read page 2 - INSTRUCTIONS before answering Question 19.  
(19) Are you a student with a permanent disability applying for permanent disability grants? If NO, go to Question 21 ..... (19)  YES  NO

If you replied YES to Question 19 AND you have not received StudentAid BC approval of your permanent disability for the purposes of study, you must submit proof for verification (see page 2 of Student Instructions) prior to or with this application.

(20) If you replied YES to Question 19, have you lived in B.C. for 12 continuous months not including full-time post-secondary study? ..... (20)  YES  NO

**TIMING COUNTS!**

A deadline for applying for assistance is in place to ensure that you receive assistance before your study period ends. Funds cannot be disbursed after your study end date. Your complete and correct application must be received by StudentAid BC at least 6 weeks before the date classes end (as in Section 7). **It is best to complete your application 6 to 8 weeks before the start of classes, if possible.**

**If you are applying for the Canada Student Grant for Persons with Permanent Disabilities** your permanent disability status must first be verified at StudentAid BC. Please submit your proof for verification early! You can submit it before your grant application. Verification of a permanent disability can take 6 or more weeks to process. Your permanent disability needs to be verified only once.

**MINISTRY USE ONLY**







# IMPORTANT DOCUMENT – YOU MUST READ AND SIGN IN BOTH PLACES

## SECTION 7 - StudentAid BC - STUDENT DECLARATION - IMPORTANT DOCUMENT

I am applying for funding to assist with my education under one or all of the following programs: Canada Student Grant for Persons with Permanent Disabilities, the BC Supplemental Bursary for Students with Disabilities, Canada Student Grant for Part-time Students, Canada Student Loan for Part-time Studies, and if eligible, Canada Student Grant for Part-time Students with Dependents.

I understand that:

1. It is against the law to make false or misleading statements on this application or all documents related to it.
2. It is my responsibility to make sure the information on this application and/or all the documents related to it are accurate.
3. **All information is subject to audit and verification.**
4. If I do not provide complete, accurate information or if I obtain or attempt to access financial assistance by fraudulent means, I may be denied Canada Student Grant for Persons with Permanent Disabilities, Canada Student Grant for Part-time Students, Canada Student Loan for Part-time Studies, and if eligible, Canada Student Grant for Part-time Students with Dependents now or in the future.
5. If I receive money (loan or grant) and then it is discovered that my application, or documents forming a part of it, are not accurate, I will be required to repay all or part of the money, with interest. I will be required to do this if my spouse or common-law partner, school, StudentAid BC or I made the mistake.

I understand that by signing my name on this application form means:

6. I have answered all questions on this form and I believe that all answers I have provided are true and correct.
7. I need financial assistance to continue my education.
8. I will use the money I receive to pay my academic fees and expenses first.
9. None of the courses used to meet the minimum 20 percent course load requirements are repeats/duplicates of courses for which I previously received credits.
10. I must pass at least 20 percent of a course load for the study period that I have applied for, or my eligibility for student financial assistance in future years of part-time studies will be affected.
11. I will immediately notify the financial aid office of any increase in my or my spouse/common-law partner's, income and/or assets and of any changes in my address, academic status (e.g., course load study period), marital status, or reduced number of dependents.
12. I give my permission for the exchange of information between StudentAid BC, the school and/or other appropriate financial aid office about my academic standing, awards, program of study, course load, attendance, living arrangements, marital status and financial status.
13. I consent to the verification of my social insurance number, name, date of birth and gender, with information contained in Human Resources and Skills Development Canada social insurance register. This information will be disclosed to Human Resources and Skills Development Canada for the purpose of confirming the accuracy of my identification in the context of my application for a Canada Student Loans and Grants for part-time studies.
14. I will complete an application for each study period.
15. For the purpose of verifying and/or investigating information pertaining to this application, related documents, and the eventual repayment of my loan awards, whether defaulted or not and any other money repayable, I consent to the exchange of information between the Ministry of Advanced Education (or its agent) and the following agencies: financial institutions, Canadian Imperial Bank of Commerce, Royal Bank, Bank of Nova Scotia, schools, credit agencies, WorkSafe BC, Superintendent of Bankruptcy, other financial aid offices, Land Title and Survey Authority of B.C., B.C. Registry Services, Ministry of Social Development/employment program for persons with disabilities (or a contracted agent of that Ministry), Ministry of Children and Family Development, Ministry of Attorney General, Ministry of Finance, Ministry of Education, B.C. Student Loan Service Bureau, National Student Loan Service Centre, Citizenship and Immigration Canada, Drivers Services, Insurance Corp. of B.C., B.C. Assessment Authority, Human Resources and Skills Development Canada, Crown corporations, native bands, federal, provincial, municipal ministries/departments/agencies.
16. I have not applied nor will I apply to or receive student loans, grants or bursaries from another province or territory during the study period stated in this application.

### Photocopied or Faxed signatures cannot be accepted.



(55) SIGNATURE OF STUDENT (IN INK)

SIGN HERE

PRINT NAME

PRINT HERE

(55) DATE SIGNED

YEAR

MONTH

DAY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### CANADA REVENUE AGENCY CONSENT – IMPORTANT DOCUMENT – READ, SIGN AND DATE

For the purpose of verifying the data provided in this application for student assistance, I hereby consent to the release, by the Canada Revenue Agency, to the Ministry of Advanced Education (or a person delegated by the ministry), of taxpayer information from any portion of my income tax records that pertains to information given by me on any StudentAid BC application. The information will be used solely for the purpose of verifying information on my StudentAid BC application forms and for the general administration and enforcement of StudentAid BC policy and the Canada Student Financial Assistance Act. This authorization is valid for the two taxation years prior to the year of signature of this consent, the year of signature of this consent and for any other subsequent consecutive taxation year for which assistance is requested.



(55) SIGNATURE OF STUDENT (IN INK)

SIGN HERE

PRINT NAME

PRINT HERE

(55) DATE SIGNED

YEAR

MONTH

DAY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### IMPORTANT NOTES TO THE APPLICANT

- ENSURE ALL YOUR INFORMATION IS COMPLETE! If any portion of the information requested is not completed, your application will be delayed and your application **may be denied funding**.
- If you forget to sign or choose not to sign the StudentAid Declaration or the Canada Revenue Agency Consent Form, **your application will not be processed**.
- If you are married or living in a common-law relationship at the start of classes, your spouse **MUST** complete Section 4 Spouse Income and Assets and sign the Spouse's Declaration and the Canada Revenue Agency Consent Form or your application will not be processed.
- **STUDY INFORMATION IS ON THE BACK PAGE. You must complete your study information in Section 8 of the back page and hand the application to your school to complete, sign and stamp Section 9. Section 9 can only be completed BY YOUR SCHOOL. Applications will not be processed without the study information.**

**Collection and use of information.** The information included in this form and authorized above is collected and managed in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act and under the authority of the **Canada Student Financial Assistance Act**, R.S.C. 1994, Chapter C-28 and StudentAid BC. The information provided will be used to determine eligibility for a benefit through StudentAid BC. If you have any questions about the collection and use of this information, contact the Executive Director, StudentAid BC, Ministry of Advanced Education, PO Box 9173, Stn Prov Govt, Victoria, BC V8W 9H7, call 250 387-6100, 604 660-2610 (in the BC lower mainland), or 1-800-561-1818 (toll-free in Canada/U.S.).

