



StudentAidBC

Appeal Request Form

OTHER

The first steps

1. If you are attending a B.C. private school or a school outside B.C., contact StudentAid BC for help.

If you are attending a public university, college or institute in British Columbia, we encourage you to discuss your situation with a financial aid officer at your school, as they can help with the appeal process.

2. Read the detailed information provided on the appeal forms.
3. Include a letter outlining your request, social insurance number, name, and address, and attach all required documentation. Mail this information to StudentAid BC.

The Appeal Process

You can ask for an appeal of your assessment of financial need if circumstances set you apart from other students.

All appeal requests are reviewed by StudentAid BC staff, who will consider the information you provide and review your supporting documentation. You must show that your circumstances differ significantly from other students.

Your appeal request must include the following:

- A clear explanation of what you are appealing.
- What your situation is and why you are requesting an appeal.
- What makes your circumstances exceptional when compared with other students.
- How your circumstances prevent you from successfully completing your studies.
- What other funding options you have explored, such as part-time work, bursaries, scholarships, personal lines of credit.
- Documentation that supports your appeal.

In some cases, the appeal request will be referred to an independent appeal committee. The appeal committee includes members of the public, students, and financial aid officers from colleges, institutes and universities. The decision of the appeal committee is final. The committee will not consider submissions on policies that are not eligible for appeal.

Note:

If your resources - such as student or spousal prestudy income, study period income or assets - have changed, please submit an Appendix 7: Request for Reassessment.

StudentAid BC Contact Information

Mailing Address:

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

Courier Address:

c/o StudentAid BC
835 Humboldt St. 1st fl.,
Victoria, BC V8V 4W8

Telephone number

250 953-3657

If you are calling from the B.C. lower mainland

604 660-2610

If you are calling from anywhere in Canada/U.S.

toll free 1-800-561-1818

TTY line for deaf and hearing impaired

250 952-6832

Fax number

250 356-9455

Toll-free fax number

1-866-312-3322

Direct email to Appeals Unit: SABC.AppealUnit@gov.bc.ca

Deadlines & Policies not eligible for appeal

Deadlines

Appeals submitted after the deadline will not be considered unless severe medical circumstances have prevented you from submitting the appeal, and all required documentation, on time.

- The deadline to request an appeal of an overaward, other than an overaward resulting from an audit, is 90 days from the date of the original letter mailed to you, advising you of the overaward amounts.
- The deadline to submit an appeal request for a debt management decision is six months from the date of the original letter notifying you of the outcome of your B.C. debt management assessment.
- The deadline to submit an appeal request for all other situations is six weeks before your study period ends.

Faxed appeal requests will not be accepted.

StudentAid BC cannot guarantee a final decision before your study period ends if either of the following is true:

- Further documentation is required and not submitted by the appropriate deadline.
- Your request is forwarded to the independent appeals committee less than six weeks before your study period ends.

Note:

Canada student loan documents cannot be issued after your study period end date.

Some policies and criteria are not eligible for appeal. These include but are not limited to the following:

- Grants and/or loan funding for previous program years.
- Deadline for appeal, except where severe medical circumstances prevent submission by the deadline.
- Grant/loan overawards that result from an audit.
- Release of Canada student loan documents after your study period ends.
- Requests to issue B.C. student loan funding and/or grant funding more than five months after your study period ends.
- Standard allowances.
- Weekly maximums.
- 10-year maximum (520 weeks).
- B.C. loan remission, where your total outstanding student loan debt is less than the minimum eligible debt.
- B.C. debt reduction in repayment denial, based solely on income.
- B.C. loan reduction.
- Applying B.C. loan remission to loans other than StudentAid BC funding.
- Applying B.C. loan remission to StudentAid BC funding/loans that have been repaid.
- If the student is reinstated after a multiple withdrawal/ unsuccessful appeal request and again withdrawals or is unsuccessful.
- Assets including stocks, shares, CSBs, RRSPs, RESPs, mutual funds, etc., unless legal reasons prevented you from selling these assets.



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Your extenuating circumstances do not fall under any of the preceding categories and these circumstances have affected your financial situation. Categories may include B.C. student loan after study end date, B.C. residency, Recall of Direct Lend B.C. student loans from Revenue Services of B.C., Scholarships, Bursaries and Grant programs, Part-time Canada student loans, and exceptional expenses. For further information, visit www.StudentAidBC.ca.

SECTION 1 - PERSONAL INFORMATION

ALL QUESTIONS MUST BE ANSWERED IN INK.

(01) STUDENT'S LAST NAME

(02) STUDENT'S FIRST NAME

MIDDLE INITIAL

(03) SOCIAL INSURANCE NUMBER

(04) APPLICATION NUMBER

MINISTRY DATE STAMP

IF YOU HAVE A NEW ADDRESS, PLEASE VISIT www.StudentAidBC.ca.

SECTION 2 - APPEAL ISSUE

Your appeal issue is:

SECTION 3 - MONTHLY EXPENSES

MORTGAGE/RENT \$

SECOND MORTGAGE \$

FOOD \$

CLOTHING \$

MEDICAL \$

DENTAL \$

TUITION/BOOKS \$

DAY CARE \$

ENTERTAINMENT \$

GIFTS \$

PERSONAL CARE \$

CREDIT CARD PAYMENTS \$

SECTION 3 - MONTHLY EXPENSES (continued)

TRANSPORTATION \$.00

*REPAIR COSTS \$.00

COMPUTER EXPENSES \$.00

**OTHER \$.00

*MAJOR PURCHASES \$.00

*Copies of paid receipts must be provided
**Itemize other expenses and costs

UTILITIES

HYDRO \$.00

PHONE \$.00

CABLE \$.00

WATER \$.00

HEAT \$.00

VEHICLE

PAYMENT 1 \$.00

PAYMENT 2 \$.00

INSURANCE \$.00

GAS \$.00

MAINTENANCE \$.00

*List major purchases/other costs

SECTION 4 - TOTAL EXPENSES

TOTAL MONTHLY EXPENSES \$.00

ALL INFORMATION IS
SUBJECT TO AUDIT

TOTAL MONTHLY NET INCOME \$.00

SECTION 5 - DECLARATION

I authorize an appeal of my assessment due to exceptional circumstances. I understand that:

- 1) All terms agreed to on my application will remain in force.
- 2) StudentAid BC may consider information from prior applications in my appeal request.

I certify that information provided with this request is accurate and correct.



SIGNATURE OF STUDENT (IN INK) SIGN HERE	PRINT NAME PRINT HERE	DATE SIGNED YEAR MONTH DAY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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CHECKLIST - Other

Include the following:

- A detailed letter outlining the issue you are appealing and an explanation of how your financial circumstances were affected.
- All relevant supporting documentation.

Continued on next page...

CHECKLIST - Recall of Direct Lend B.C. student loan from Revenue Services of B. C.

Include the following:

- A detailed letter outlining your extenuating circumstances and an explanation as to why your direct lend British Columbia Student Loan should be recalled.
- All relevant supporting documentation to verify your extenuating circumstances, such as medical documentation.

CHECKLIST - Scholarships, Bursary, Grant Programs & Part-time Canada student loans

Include the following:

- A detailed letter outlining the issue you are appealing and an explanation as to why policy should be set aside in your case due to your exceptional circumstances.
- All relevant supporting documentation.

CHECKLIST - Residency

Include the following documentation:

- An explanation of why you should be considered a resident for StudentAid BC purposes.
- Your residence history (provinces/countries) for the past 10 years.
- Your activities (work, study, etc.) during the past 10 years.
- Why you cannot apply, or have not applied, to your previous province of residency.
- A denial letter from your previous province of residency.
- Documentation from a doctor, if applicable.
- A copy of your lease, rental, or tenancy agreement.
- Copies of your paid utility receipts.
- Copies of your previous post-secondary transcripts.

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CHECKLIST - Exceptional Expenses

Include the following documentation:

- Your exceptional pre-study and study period expenses, such as your unforeseen emergency medical/dental/optical costs that have affected your financial situation and may prevent you from completing your education.
- A copy of your medical/dental insurance plan. Most post-secondary institutions require students to have medical/dental coverage. You must submit documentation from your insurance company verifying that this expense is not covered, and that your payment or a portion of your payment will not be reimbursed under your health plan. (Maximum reimbursement allowances will be based on insurance company premiums. For example, if requesting reimbursement for the cost of new glasses, provide documentation that your prescription has changed and a breakdown of the cost of your glasses (i.e., \$50 for lenses, \$100 for frames, \$150 TOTAL).
- A letter outlining the nature of your exceptional expenses, when they occurred, the amount of payment, and an explanation of why these expenses were necessary during your educational term.
- Proof of payment, receipts, a copy of your bank statement, cancelled cheques etc.

Note:
The StudentAid BC audit and verification unit may audit your medical/dental/optical claims; therefore, a copy of your insurance plan coverage must be provided. To avoid being placed in an overaward, clearly indicate if your insurance plan will be reimbursing you for all or a portion of the costs. Standard monthly expenses and credit/loan repayments are not considered to be exceptional expenses through StudentAid BC.

Allow 4-6 weeks for processing.

PLEASE STAPLE ANY REQUIRED DOCUMENTATION TO THIS FORM.