

PARENT(S)/STEP-PARENT/SPONSOR/LEGAL GUARDIAN INFORMATION

WHO COMPLETES APPENDIX 1?

The applicant's parent(s)/step-parent/sponsor/legal guardian.

If your parent(s)/step-parent/sponsor/legal guardian lives outside of Canada you will need to:

- mail **Appendix 1** to them for completion or have them download and print **Appendix 1** from www.StudentAidBC.ca and
- have them return it to you by mail to submit with your application.

PURPOSE

The information in **Appendix 1** is necessary to assess how much money the applicant's parent(s)/step-parent/sponsor/legal guardian may be required to contribute. Please answer all questions.

The applicant will have access to all information provided on Appendix 1.

NOTE

Instructions for your parent(s)/step-parent/sponsor/legal guardian are printed on the other side of this page. Do not separate these pages before Appendix 1 is complete.

If you have already submitted your StudentAid BC application, and you are completing a new Appendix 1 to make changes to your original submission, include an Appendix 7 - Request for Reassessment, with your submission.

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

ARE YOU A 'Group A' STUDENT?

A 'Group A' student:

- has **not** been out of high school for at least 48 months (4 years); and
- is **not** married, living common-law, separated, divorced, widowed or a single parent; and
- has **not** worked in the full-time labour force for two periods of 12 continuous months each since leaving high school; and
- is **not** a youth in continuing care or custody of a director of child welfare in B.C. – the government is/was your legal guardian.

If you are a '**Group A**' student, **Appendix 1** must be completed by your parent(s)/step-parent/sponsor/legal guardian.

If you are a permanent resident or landed immigrant under sponsorship, your sponsor must complete **Appendix 1**.

If your parents are separated or divorced, or if your parent is single, Appendix 1 must be completed by the parent who is your main financial supporter.

When Appendix 1 has been completed and returned to you:

- Enter your application number on **line 4**.
- Make sure all questions have been answered and both the Canada Revenue Agency consent and the StudentAid BC declaration on **Appendix 1** have been completed and signed.

When you are sure it is complete, separate Appendix 1 from this instructions page and staple it to the inside back of your application.

FEDERAL POLICY

“*Parents are expected to plan for and make adequate financial preparation in anticipation of the student's post-secondary education. It is expected that the funding of the student's education will be a priority for the family. Situations that arise due to lack of preparation or due to the directing of resources towards priorities other than the student's education will not normally be considered.*”

A financial contribution (based on federal policy) may be expected from your parent(s)/step-parent/sponsor/legal guardian, based on family size, income and allowable income deductions.

The contribution formula takes into account parent(s)/step-parent/sponsor/legal guardian's gross income as declared on line 150 of their 2010 income tax return, less income taxes payable, Canada Pension Plan contributions, employment insurance contributions and a moderate standard of living. The income remaining following the deductions of these amounts is called "**discretionary income**" (see weekly parental contribution formula on next page)." Based on the level of discretionary income remaining, a separate formula is applied.

(continued on next page)

HELP FOR PARENT(S)/STEP-PARENT/SPONSOR/LEGAL GUARDIAN

***Note:** The ⓘ symbol means to refer to the *INSTRUCTIONS* booklet, which is included in the StudentAid BC application package.

PARENT(S) MODERATE STANDARD OF LIVING (MSOL)

FAMILY SIZE	MSOL
2	\$42,058
3	\$54,638
4	\$63,560
5	\$70,480
6	\$76,136
7	\$80,920
8	\$85,063
9	\$88,716
10	\$91,982

*Family size includes:

the student, the parent(s)/step-parent/ sponsor/legal guardian and eligible dependants. (see definitions on Question 14)

WEEKLY PARENTAL CONTRIBUTION FORMULA

'DI' means discretionary income

'PS' means post-secondary studies

Discretionary income =
\$0 - \$7,000

Formula:

$(DI \times 15\%) \div 52 \div \#$ of dependent children in PS

Discretionary income =
\$7,001 - \$14,000

Formula:

$[(DI - 7000) \times 20\% + \$1,050] \div 52 \div \#$ of dependent children in PS

Discretionary income =
\$14,001 and above

Formula:

$[(DI - 14000) \times 40\% + \$2,450] \div 52 \div \#$ of dependent children in PS

DECLARATION AND CONSENT

Read, sign and date both the Canada Revenue Agency consent and the StudentAid BC declaration. **Without the complete information, including dates and signatures, we can not process the student's application.** Once you have completed **Appendix 1**, return it to the student who will submit it with his or her application.

Question 06 Marital Status

Mark the appropriate box. If you have remarried or are in a common-law relationship, your partner must provide his or her financial information. If you are separated, divorced or single this form must be completed by the parent who has legal responsibility for the applicant's post-secondary education and/or is the main financial supporter.

Question 07 Gross Income

Enter the amount from line 150 of your 2010 income tax return. The line 150 income you report will be checked against Canada Revenue Agency (CRA) records. If the amount you indicate is different from their records, CRA data will be used in the applicant's needs assessment calculation. If CRA records are incorrect, you must submit an Appendix 1 (and Appendix 7) with documentation showing the correct income. If you did not file a Canadian Income Tax Return, enter your total 2010 **gross income from all sources both inside and outside Canada, including** employment, pension, investment, rental, RRSP, foster parent, net professional income, workers' compensation, employment insurance, disability assistance, etc. Convert foreign currency into Canadian dollars. If you are married or living common-law, both Parent #1 and Parent #2 incomes must be completed even if "0". Round all amounts to the nearest dollar. Single parents must complete and sign the "Parent #1" section of Appendix 1.

Question 08 Net Value of Assets

Include the net value of all **Canadian and foreign** assets, including term deposits, stocks, bonds, GICs, bank accounts, rental properties, etc. Do not include RRSPs, principal residence, business assets, vehicles or household items.

Question 09-12 Deductions

Refer to your 2010 income tax return to determine the amounts deducted for income taxes, Canada Pension contributions and employment insurance contributions. If no deductions, enter '0' on appropriate lines.

Question 14 Dependants

For StudentAid BC purposes, eligible dependants are any dependants for whom you receive the Canada child tax benefit or for whom you claim a benefit on your 2010 income tax return. Eligible dependants include the student and:

- your child(ren) under 19 years of age as of the start of the applicant's classes, for whom you have custody or provide care (they live with you) at least two days per week during the applicant's entire study period; or
- your child(ren) age 19 or over who are Group A full-time students (see definition of 'Group A' status on ⓘ page 7); or
- your permanently disabled child(ren) age 19 or over, who you fully support and declare on your income tax return; or
- your foster children, if foster parent income is claimed on Appendix 1 on line 7; or
- your elderly relatives who you fully support and declare on your income tax return.

CONTACT INFORMATION

TO REACH StudentAid BC BY PHONE:

Call **(250)-387-6100**

If you are on the B.C. Lower Mainland, call **(604)-660-2610**

If you are calling from anywhere else in Canada or the U.S., call toll-free **1-800-561-1818**

TO REACH StudentAid BC BY MAIL:

StudentAid BC

Mailing address:

P.O. Box 9173 Stn Prov Govt
Victoria B.C. V8W 9H7

Courier address: c/o StudentAid BC
1st Floor, 835 Humboldt Street
Victoria B.C. V8V 4W8

Visit us on-line at **www.StudentAidBC.ca**

