

## SPOUSE/COMMON-LAW PARTNER INFORMATION

**WHO COMPLETES APPENDIX 2?**

The applicant's spouse/common-law partner. If your spouse/common-law partner has arrived in Canada as a landed immigrant and does not have a valid social insurance number (SIN), apply as 'married'. When your spouse/common-law partner has received a valid SIN, forward a copy of their SIN to StudentAid BC (include **your** name and SIN).

**ARE YOU COMMON-LAW?**

You and your partner are considered to be common-law if you meet both of the following:

- you are currently living together in a marriage-like relationship; and
- you will have been living together for at least 12 consecutive months as of the first day of classes.

**PURPOSE**

The information on Appendix 2 will help determine how much your spouse/common-law partner may be required to contribute to help pay for your education.

**WHO DOES NOT COMPLETE APPENDIX 2?**

If your spouse/common-law partner is not a Canadian citizen/landed immigrant (does not have a valid social insurance number) you must apply as a single student (mark marital status 'Single'); or

If your spouse/common-law partner is not a Canadian citizen/landed immigrant (does not have a valid SIN) lives in a country other than Canada as of your first day of classes, and you have eligible dependent children under your care, living in Canada, you must apply as a single parent student (mark marital status 'Single Parent' on the application).

**DECLARATION AND CONSENT**

Read, sign and date both the Canadian Revenue Agency consent and the StudentAid BC declaration. Without the complete information including dates and signatures, we cannot process the student's application. Once you have completed Appendix 2, return it to the applicant. The applicant will submit it with his or her application. No faxes or copies are accepted as original signatures are required.

**NEXT STEP**

When Appendix 2 is complete, detach and staple it to the inside back page of your application. An incomplete Appendix 2 will not be processed.

**HELP FOR THE SPOUSE/  
COMMON-LAW PARTNER****Question 03 Marriage/Common-law Date**

This is the date you were married or, if common-law, the date you began living together in a marriage like relationship. Read ⓘ page 3.

**Question 07 Other Sources of Income**

Ensure that you declare income from all sources during the four months before the applicant starts classes. Do not include student loans/grants, child tax benefits, tax refunds, HST rebates or B.C. Family Bonus.

**Question 10c Separate Living Allowances**

If you must live separately from the applicant during the study period, separate living allowances will be assessed.

**HELP FOR THE SPOUSE/COMMON-LAW PARTNER**

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

**Question 11a-f Income**

Ensure that you declare income from all sources during the applicant's entire study period. Do not include student loans/grants child tax benefits, tax refunds, HST rebates or B.C. Family Bonus.

**Question 12c Day-care costs**

See definition of day-care costs on page 48 of the StudentAid BC Guide. Enter study period day-care costs for your child(ren) aged 11 or under. Include the amount of child care subsidy. Do not include costs declared by the applicant on line 50 of Section 3 of the application.

**Question 13 Net Worth of RRSPs**

This is how you calculate the net worth of RRSPs:

**Amount of RRSP**

- Amount owing on the RRSP loan(s)
- Amount withheld by bank for tax and/or penalties (if cashed)

**= Net worth of RRSP**

Do not include RRSPs declared by the applicant on his or her application. Contact your bank, credit union or trust company to accurately determine the net worth of your RRSPs.

**Question 14 Net Worth of Other Investments**

This is how you calculate the net worth of other investments:

**Amount of investment**

- Amount owing on investment
- Any fees that may be charged for withdrawing the investment

**= Net worth of investment**

If assets are jointly owned, use the net worth of the portion you own. Contact your bank, credit union or trust company to accurately determine the net worth of your other investments.

**Question 16 Net Worth of Business**

This is how you calculate the net worth of your business:

**Total business assets (land, buildings, accounts receivable, etc.)**

- Total liabilities (accounts payable, notes payable, mortgages, etc.)

**= Net worth of business**

If the business is jointly owned, use the net worth of the portion you own.

**Question 16a Gross Income from 2010 Income Tax Return**

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 2 (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**, which includes employment, pension investment, rental, RRSP, foster parent, net professional/self-employment income, worker's compensation, employment insurance, and disability assistance. Convert foreign currency into Canadian dollars.

**Question 17 Motor Vehicles Owned**

Include the current resale value of all cars/trucks/motorcycles whether in running order or not, insured or not, fully paid for or not, for which you are the registered owner. If you share registered ownership (per ICBC) of the motor vehicle with your spouse/common-law partner, the motor vehicle value may be divided in half. Your spouse/common-law partner may declare half the value on the application. You will be asked to submit your ICBC owner's certificate of insurance and vehicle licence documentation.

**Question 17a Motor Vehicles Leased**

If you are currently leasing a motor vehicle, enter the information required on Question 17a, including your monthly lease payments. If you share a lease (per ICBC) of the motor vehicle with your spouse/common-law partner, the motor vehicle lease payments may be divided in half. Your spouse/common-law partner may declare half the lease payments on the application. You will be asked to submit your ICBC lease certificate of insurance and vehicle licence documentation.



# Appendix 2

2011/2012



ALL QUESTIONS MUST BE ANSWERED IN INK



StudentAidBC

## SPOUSAL ACTIVITIES AND INCOME - STUDY PERIOD (SEE LINES 41 AND 42 OF APPLICATION)

(10) During the applicant's **study period**, will you be:

- (a) Employed full-time or part-time?.....(10a)  YES  NO
- (b) At home caring for eligible dependent child(ren) on a full-time basis for the entire study period?.....(10b)  YES  NO
- (c) Living with the applicant during the study period?.....(10c)  YES  NO
- (d) A full-time post-secondary student for at least three months of the applicant's study period? .....(10d)  YES  NO

(11) During the applicant's **study period**, what will be the total amount of:

- (a) Income assistance (welfare) and/or B.C. income assistance for persons with disabilities you will receive? Enter '0' if none.....(11a) \$ [ ][ ][ ][ ][ ][ ] 00
- (b) Employment insurance benefits (EI) you will receive? Enter '0' if none.....(11b) \$ [ ][ ][ ][ ][ ][ ] 00
- (c) **Gross** earnings you will receive from employment and net self-employment income? Read ① page 10. Enter '0' if none.....(11c) \$ [ ][ ][ ][ ][ ][ ] 00
- (d) Child care subsidy you will receive? (**Only one parent may claim child care subsidy**) Enter '0' if none.....(11d) \$ [ ][ ][ ][ ][ ][ ] 00
- (e) Scholarships or merit-based awards, including Passport to Education, Provincial Government Scholarships, etc., you will receive? Enter '0' if none.....(11e) \$ [ ][ ][ ][ ][ ][ ] 00
- (f) Other sources of income you will receive? (e.g. First Nation band funding, pension, child support, spousal support and maintenance, monetary gifts, etc.) Enter '0' if none. Specify: [ ].....(11f) \$ [ ][ ][ ][ ][ ][ ] 00

(12) During the applicant's **study period**, how much will you pay for:

- (a) Canada student loan and/or provincial student loan payments?.....(12a) \$ [ ][ ][ ][ ][ ][ ] 00
- (b) Tuition and book costs (for post-secondary studies) that **are not** funded by a student loan or grant? Read ① page 11 .....(12b) \$ [ ][ ][ ][ ][ ][ ] 00
- (c) Total day-care costs? Include child care subsidy amount from **line 7D**. (**Only one parent may claim day-care costs**) Read ① page 11 .....(12c) \$ [ ][ ][ ][ ][ ][ ] 00
- (d) Child support and/or spousal support and maintenance? .....(12d) \$ [ ][ ][ ][ ][ ][ ] 00

## SPOUSAL ASSET INFORMATION - ALL INFORMATION IS SUBJECT TO VERIFICATION AND AUDIT

List all Canadian and foreign assets. Include 'locked-in' assets.

- (13) What is the **net** worth of your RRSPs? Enter '0' if none .....(13) \$ [ ][ ][ ][ ][ ][ ] 00
- (14) What is the **net** worth of all your term deposits, GICs, mutual funds, stocks, bonds, etc.? Do not include RRSPs. Enter '0' if none.....(14) \$ [ ][ ][ ][ ][ ][ ] 00
- (15) What is the **net** worth (your share) of any assets such as revenue/holding/recreational properties, boat, RV, etc.? Do not include principal residence or motor vehicles listed in questions 17 and 17a. Enter '0' if none.....(15) \$ [ ][ ][ ][ ][ ][ ] 00
- (16) What is the **net** worth (your share) of a business? Enter '0' if none.....(16) \$ [ ][ ][ ][ ][ ][ ] 00
- (16a) Enter your reported gross income from line 150 of your 2010 income tax return. If you did not file a 2010 Income Tax Return, enter your total gross income from all sources both inside and outside of Canada.....(16a) \$ [ ][ ][ ][ ][ ][ ] 00
- (17) Do you **own** a car/truck/motorcycle/other motor vehicle of which you are the registered owner? You must answer questions 17 and 17a. Uninsured vehicles must be declared.....(17)  YES (give details below)  NO (you must answer question 17a)

YEAR	MAKE AND MODEL	TYPE	PURCHASE DATE		PURCHASE PRICE	RESALE VALUE	
			YEAR	MONTH			
2010	Acura CSX	4dr Sedan	2	0	1	7	2
			0	1	0	0	0

(17a) Do you **lease** a car/truck/motorcycle/other motor vehicle of which you are the registered lessee? Uninsured vehicles must be declared.....(17a)  YES (give details below)  NO

YEAR	MAKE AND MODEL	TYPE	LEASE DATE		VEHICLE VALUE AT LEASE DATE	MONTHLY LEASE PAYMENTS	
			YEAR	MONTH			
2010	Acura CSX	4dr Sedan	2	0	1	7	2
			0	1	0	0	0

TURN OVER TO CONTINUE

## CANADA REVENUE AGENCY CONSENT - must be signed and dated for this application to be complete

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.

(18) LAST NAME

(19) SOCIAL INSURANCE NUMBER

(20) FIRST NAME

MIDDLE INITIAL

(21) GENDER

 MALE  FEMALE

(22) DATE OF BIRTH

(23) MAILING ADDRESS

Apt./Suite

STREET NUMBER AND STREET NAME/PO BOX

Use this line for any part of your address **not** indicated above

(24) CITY/TOWN

(25) PROVINCE/STATE

(26) POSTAL/ZIP CODE

(27) COUNTRY

(28) AREA CODE

TELEPHONE NUMBER

(29) SIGNATURE OF SPOUSE/COMMON-LAW PARTNER (IN INK)

SIGN HERE

PRINT NAME

PRINT HERE

(30) DATE SIGNED



## StudentAid BC DECLARATION - must be signed and dated for this application to be complete

**StudentAid BC DECLARATION - must be signed and dated for this application to be complete.**

I. I understand that:

- 1) all information provided in Appendix 2 is subject to audit and verification, and may be electronically matched with Canada Revenue Agency, Human Resources and Skills Development Canada, and BC Ministry of Social Development to verify reporting accuracy;
- 2) the student will have access to information provided on this appendix;
- 3) the Ministry of Advanced Education may share this information with the student's school.

II. I understand that signing the Declaration means:

- 1) I certify that the information I have given is correct and complete and that I have not altered or added to any of the pre-printed application and/or appendix questions. I also agree with everything written in this declaration, and I give my consent to the exchange of information between the Ministry of Advanced Education (or its agent) and the following agencies: Canada Revenue Agency, Insurance Corporation of British Columbia, credit agencies, financial institutions, B.C. Assessment, B.C. Registry Services, Land Titles Office, Superintendent of Bankruptcy, Citizenship and Immigration Canada, Human Resources and Skills Development Canada, WorkSafe BC, Ministry of Social Development, First Nation Bands, Federal, Provincial, Municipal ministries, departments, agencies to receive information and to verify that the information is accurate.
- 2) 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's (HRSDC) Social Insurance Register. This information will be disclosed to HRSDC for the purpose of confirming the accuracy of my identification in the context of the student's application for Canada-BC Integrated Student Financial Assistance.

(31) SIGNATURE OF SPOUSE/COMMON-LAW PARTNER (IN INK)

SIGN HERE

PRINT NAME

PRINT HERE

(32) DATE SIGNED



**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 B.C., V8W 9H7, telephone (250)-387-6100, (604)-660-2610 (in the B.C. lower mainland), or 1-800-561-1818 (toll-free in Canada/U.S.).

## 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. V8W 4W8

Visit us on-line at [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

If you have already submitted your StudentAid BC application, and you are completing Appendix 2 to make changes to your original submission, include an Appendix 7 - Request for Reassessment, with your submission.

RETURN APPENDIX 2 TO THE STUDENT WHEN COMPLETE