

**ADULT BASIC EDUCATION  
STUDENT ASSISTANCE PROGRAM  
(ABESAP)**

**POLICY AND PROCEDURES**



**Ministry of Advanced Education  
StudentAid BC**

**Effective: May 2008**

## **INTRODUCTION**

The Adult Basic Education Student Assistance Program (ABESAP) is provincially-funded and designed to provide direct educational costs for students enrolled at BC public post-secondary institutions in developmental programs such as:

- Adult Basic Education
- English as a Second Language
- Adult Special Education

The Adult Basic Education Student Assistance Program year commences May 1 of each year and ends April 30 of each year.

The amount of assistance awarded to the student is based on a standard need assessment procedure and funding is in the form of a grant. The policies governing the need assessment process and the procedures for implementation are outlined in this manual. The authority for administration of this program in the public provincial institutions is established in the Statement of Agreement between the ministry and the institution.

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## **CHAPTER 1 APPLICATION**

### **SECTION 1 Administration**

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#### **POLICY**

At post-secondary institutions, the Financial Aid Officer (FAO) will be responsible for administering the program with the assistance of the Student Services at the institution.

#### **PURPOSE**

The identification of the area of responsibility for the administration of the program ensures that students in need of ABESAP funds may be advised of the availability of this funding source.

#### **PROCEDURE**

Institutions must design internal guidelines for administration of the program, in compliance with the policy and procedures outlined in this manual.

## **CHAPTER 1 APPLICATION**

### **SECTION 2 Application Forms**

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#### **POLICY**

Eligibility for ABESAP assistance will be assessed on the basis of information supplied on the Adult Basic Education Student Assistance Program application form.

#### **PURPOSE**

To ensure that eligible British Columbia students who anticipate the need for financial assistance to cover direct educational costs will have their need assessed in a fair and consistent manner.

#### **PROCEDURE**

ABESAP application forms can be requested online at <http://www.aved.gov.bc.ca/studentaidbc/forms/welcome.htm#mail> or a pdf application form can be accessed and printed online at <http://www.aved.gov.bc.ca/studentaidbc/specialprograms/adultbasiceducation.htm>

Completed application forms are submitted to the financial aid offices at the participating institutions for assessment. A completed application must be submitted for every period of study for each student. For students who have been approved, the funds will be credited to their student account at the institution.

The original applications can either be forwarded to StudentAid BC with the final year end report or held at the institution. If applications are held at the institution they must be kept on file for three years. These applications are subject to audit.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 1 Citizenship**

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#### **POLICY**

The Canada Student Financial Assistance Act specifies that, to be eligible, an applicant must be a Canadian citizen within the meaning of the Citizenship Act or a permanent resident, or a protected person within the meaning of the Immigration and Refugee Protection Act.

#### **PURPOSE**

To ensure that students applying for assistance meet federal criteria as outlined in the provisions of the Canada Student Financial Assistance Act.

#### **PROCEDURE**

There are three classifications of students who are eligible for ABESAP.

- 1) Canadian citizens – these students will have a SIN starting with 1, 2, 3, 4, 5, 6 or 7.
- 2) Permanent residents – these students will also have a SIN starting with 1, 2, 3, 4, 5, 6, or 7, but are also required to provide a copy of their Permanent Resident Card or Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5509).
- 3) Protected Person Status – these students may receive funding while they have a SIN starting with a 9. They must provide a copy of their SIN card showing an expiry date after their study end date, as well as a “Protected Person Status Document” or a “Decision Letter” issued by the Immigration Refugee Board (IRB).

The IMM 5521 is a Protected Person Status application, and must be specially requested from Citizenship and Immigration Canada. The following URL is the link to Citizenship and Immigration Canada <http://www.cic.gc.ca>. Successful applicants will be issued the “Protected Person Status Document”.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 2 Financial Need Assessment**

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#### **POLICY**

Eligible students must demonstrate financial need.

#### **PURPOSE**

This program was established to assist students with a low income to upgrade their education by taking ABE, ESL or ASE courses.

#### **PROCEDURE**

Students must demonstrate financial need by completing an ABESAP application form. The application form must be completed in full, in ink, signed and dated. Each section of the form must be completed in full or identified as considered (e.g. N/A). The application form will be assessed by the institution's FAO to determine the level of funding assistance awarded or declined.

For the purpose of determining financial need, all students are considered independent. However, the FAO has discretion to request supporting documentation in order to assess financial need (i.e. Income tax return, bank statements, etc.). In addition, Appendix 1 may be requested where the FAO deems appropriate.

Chart A below indicates the gross family income level students must be under to be eligible for ABESAP funding. If the student's gross family income exceeds the amount shown on Chart A, the student does not qualify for ABESAP funding. ABESAP Work Sheet is provided in Appendix 4 for FAO use.

"Family Size" is defined as the number of persons (including the student, spouse and dependants) within the student's immediate family but excluding parents, siblings, and other relatives.

"Gross Family Income" is defined as the amount of yearly income (before taxes), including wages, the full net value of liquid assets, income from investments, and monetary gifts.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 2 Financial Need Assessment**

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#### **PROCEDURE cont.**

“Assets” such as RRSPs registered in the name of the student and/or spouse are considered to be a sign of financial strength and are subject to assessment. All students, including their spouse, are eligible for a \$2,000 RRSP exemption for each year they are older than 18 years of age. The exemption value will be based on the student’s and/or spouse’s age at the commencement of classes. For example, if a student is 25 years of age, the eligible exemption is \$14,000.

“Other Assets” are assessed at the full net worth without exemption. These assets include, but are not limited to: term deposits, guaranteed investment certificates, mutual funds, stocks, and bonds. Net worth is the current value of the asset less any amount owing on the asset, less any penalties for liquidation.

**CHART A**  
**Maximum Gross Family Income**  
**limits for ABESAP eligibility**

<b>Family Size</b>	<b>Income Level</b>
1	\$26,100
2	\$34,800
3	\$43,600
4	\$50,500
5	\$56,300
6	\$62,400
7	\$68,300
8	\$72,600
9	\$75,200
10	\$78,200

**NOTE:** When assessing gross income limits for ABESAP funding eligibility, the FAO has the discretion to take into consideration exceptional expense(s) such as: transportation, unsubsidized childcare, medical costs, legal costs, higher cost of living due to geographic region, etc.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 3 Income Assistance Recipients**

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#### **POLICY**

**This section is taken from the BC Employment and Assistance Manual:**

“Students who are enrolled in unfunded programs (ones where student loans will not apply) such as high school completion and adult basic education or those whose post-secondary education is being sponsored under a federal or provincial government training/education plan (e.g., some students who are co-managed under the Labour Market Development Agreement or the Aboriginal Human Resources Development Agreement) may remain eligible for employment assistance if:

- They have received prior approval from the minister; and
- Their continued involvement is defined in their Employment Plan as approved by the minister, if required.

Part-time students remain eligible for income assistance provided other eligibility requirements, including employment obligations, are met.”

#### **PURPOSE**

To ensure that students are following policies established by agencies who are funding their living expenses.

#### **PROCEDURE**

FAOs should advise students to inform their employment assistance worker that the student is in compliance with the Ministry of Employment and Income Assistance (MEIA) policy.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 4 Residency**

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#### **POLICY**

Students applying for ABESAP funds must be residents of British Columbia and reside in British Columbia.

#### **PURPOSE**

To limit funding assistance to B.C. residents.

#### **PROCEDURE**

Students are considered residents of British Columbia for ABESAP funding if they have established a permanent residence and reside in British Columbia.

Full-time StudentAid BC residency requirements (residing in BC for 12 full months, excluding months of full-time study) do not apply to students applying for ABESAP funds.

Eligible students must continue to reside in British Columbia while receiving ABESAP funding assistance for educational costs.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 5 Allowable Costs**

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#### **POLICY**

Direct educational and targeted barrier costs for students demonstrating financial need and enrolled in eligible ABESAP course(s) may be considered for funding.

#### **PURPOSE**

To provide financial assistance for direct educational and targeted barrier-reducing costs to eligible students enrolled in ABESAP approved programs.

#### **PROCEDURE**

Allowable costs for the Regular Allocation (subject to availability of funding) include:

- Tuition Fees - where applicable
- Fees - including compulsory and other non-discretionary fees
- Books - \*textbooks, workbooks
- Supplies – standard course supplies including special clothing (hard hat, steel-toed boots, lab coat), calculators, criminal record check for work placement, etc. at FAO discretion
- Transportation

Allowable costs for the Targeted Barrier Allocation (subject to availability of funding) include:

- Books - \*textbooks, workbooks
- Supplies – standard course supplies including special clothing (hard hat, steel-toed boots, lab coat), calculators, criminal record check for work placement, etc. at FAO discretion
- Transportation
- Unsubsidized childcare

\*See Chapter 2 Section 12 and Chapter 3 Section 5 for information regarding recycling and bulk purchase of textbooks.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 5 Allowable Costs**

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#### **PROCEDURE cont.**

It is at the discretion of the FAOs which of the allowable costs may be funded, dependent on institutional ABESAP budget and determined need of the student.

Additional exceptional expenses may be considered. The ministry must approve these expenses in advance (i.e. bulk production of course manuals, bulk purchase of scientific calculators, etc.).

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 6 Other Funding**

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#### **POLICY**

Students applying for ABESAP funds may also qualify for other funding available through StudentAid BC if they are also enrolled in post-secondary level program.

#### **PURPOSE**

To ensure ABESAP students who are also enrolled in a part-time or full-time post-secondary level program receive the financial assistance to which they are entitled.

#### **PROCEDURE**

##### Canada Study Grant High Need Part-Time

Students who are eligible and approved for ABESAP funding and are also enrolled in 20-59 percent of a full-time post-secondary level program may also be eligible for the Canada Study Grant High Need Part-Time to cover educational costs. This program is administered through BC public institution financial aid offices.

##### StudentAid BC Loan

*60 per cent post-secondary level course load* - students enrolled full time in post-secondary studies and at the same time are enrolled in one or two ABESAP courses may apply for StudentAid BC loan funding. Students attending private schools must maintain a minimum number of instructional hours per week as determined by the school for full-time study, not including ABESAP courses. These students would not be eligible for funding under ABESAP, since StudentAid BC provides assistance at 100 per cent of the tuition and books. The difference between their actual tuition/books should be sufficient to cover the ABESAP course costs.

*100 per cent post-secondary level course load* - students enrolled in 100 per cent of a full post-secondary course load for credit and, at the same time, are enrolled in ABESAP courses may be eligible for both StudentAid BC and ABESAP funding.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 6 Other Funding**

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#### **PROCEDURE** cont.

Students who are enrolled in ABESAP courses back-to-back with a period of post-secondary level studies (e.g., six weeks of ABESAP followed by six weeks of trades or technology) are also considered to be studying at the secondary (high school) level and are, therefore, not eligible for funding through StudentAid BC. Students may apply for non-repayable grant assistance through ABESAP for ABE/ESL/ASE courses.

Students should endeavor to register at one institution. If it is necessary to take a course at a second institution due to over subscription or unavailability of courses, the institution/college issuing the student's diploma would be responsible for funding.

If the student will not be receiving a diploma, then their enrollment would be split between both schools. They would complete two applications and apply for ABESAP at both Institutions.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 7 Withdrawal and Academic Progression**

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#### **POLICY**

Students who have previously received ABESAP funds and are applying for continued ABESAP funding must have demonstrated successful completion and/or satisfactory progress in their previous course(s).

#### **PURPOSE**

To ensure that ABESAP funding is limited to students who are pursuing their studies and progressing satisfactorily in their education in order to move into the workforce or pursue post-secondary training.

#### **PROCEDURE**

Students who stop attending course(s), withdraw three times from course(s), and/or fail to demonstrate satisfactory progress in their education while funded by ABESAP will no longer qualify for future ABESAP funding from the ministry. Please refer to Section 8 for reinstatement policy and procedures.

The FAO must endeavour to confirm that previous course(s) (for which grades are available) were successfully completed before approving assistance. However, it is understood that course registration generally occurs before previous course(s) are completed. Therefore, FAOs have the discretion to approve or conditionally approve funding for the next semester. In cases where students did not successfully complete previously funded course(s) and where extenuating circumstances occurred, approval for continued assistance is at the discretion of the FAO. An explanation and supporting documents must be kept with the application.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 7 Withdrawal and Academic Progression**

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#### **PROCEDURE cont.**

In cases where a student obtained an unsuccessful grade or received an interim grade (i.e. student has not successfully mastered the course content but is making progress) and the instructor indicates that the student regularly attended classes, made progress on their previous attempt and requires more time to complete/pass the course, student can be approved for further funding. Approval for further funding is at the discretion of the FAO. The FAO may request the student provide documentation from the instructor regarding attendance and progress.

Note: The intention of ABESAP is to provide funding to ensure students are progressing satisfactorily in their education in order to move into the workforce or pursue post-secondary training. FAO must use discretion when considering repeat funding to students. The instructor's letter of support to the student is not, and should not be considered a "rubber stamp". FAO should endeavour to obtain further clarification of the rationale of the instructor's recommendation. FAO has the right to deny ABESAP funding despite the instructor's recommendation. Please refer to Section 9 regarding "Lifetime Maximum".

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 8 Reinstatement**

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#### **POLICY**

Students, funded by ABESAP, who have not shown academic progression on course(s) or are denied based on Section 7 may be reinstated for ABESAP funding if they successfully complete one semester (any number of courses), funded through their own resources.

#### **PURPOSE**

To ensure that ABESAP funding is limited to students who are earnestly pursuing their studies and progressing satisfactorily.

#### **PROCEDURE**

Students applying for reinstatement of ABESAP funds must demonstrate successful completion of one ABE/ESL/ASE semester of studies (any number of courses), funded through their own resources.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 9 Lifetime Maximum**

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#### **POLICY**

The academic records of students receiving ABESAP funds are subject to review after 156 weeks of funding.

#### **PURPOSE**

To ensure that ABESAP funding is limited to students who are upgrading or progressing satisfactorily in their education with the goal of entering into the workforce or pursuing post-secondary training.

#### **PROCEDURE**

A “funded” week is every full or partial week that the student has been funded for under ABESAP.

If a student withdraws, and does not credit back ABESAP, or fails, or does not attend, this time is still considered “funded” weeks.

If the student returns ABESAP funds after withdrawing, these weeks are deducted from the “funded” weeks used.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 10 Institutions**

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#### **POLICY**

ABESAP assistance is available to students attending BC public post-secondary institutions that have been approved to administer ABESAP funding.

**NOTE:** Students who are still enrolled in a high school, but have chosen to pursue an ABESAP funded course at a post-secondary institution, do not qualify for ABESAP funding. ABESAP is intended for students who have left the high school system.

#### **PURPOSE**

To ensure that access to ABESAP funding is limited to institutions that meet the requirements for administering ABESAP.

#### **PROCEDURE**

The following institutions participate in ABESAP:

BCIT	Nicola Valley Institute of Technology
Camosun College	North Island College
Capilano College	Northern Lights College
College of New Caledonia	Northwest Community College
College of the Rockies	Okanagan College
Douglas College	Selkirk College
Kwantlen University College	Thompson Rivers University
Langara College	University College of the Fraser Valley
Malaspina University College	Vancouver Community College
Native Education Center	

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 11 Programs - Institutions**

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#### **POLICY**

Developmental education programs are eligible. These include Adult Basic Education, English as a Second Language and Adult Special Education.

#### **PURPOSE**

To ensure that funding for direct educational costs are available to students with financial need enrolled in these programs.

#### **PROCEDURE**

FAO must ensure that ABESAP course(s)/program(s) have been approved by the Institution's Education Council.

If FAO is unsure if the course/program is one of ABE, ESL, or ASE, contact the ministry for guidance.

## **CHAPTER 2 ELIGIBILITY - STUDENTS**

### **SECTION 12 Textbooks - Recycling, Bulk Buying**

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#### **POLICY**

Institutions may choose to recycle or bulk buy textbooks.

#### **PURPOSE**

To reduce the cost of textbooks purchased by the institution's ABESAP budget and to increase the availability of funds to eligible students enrolled in ABESAP approved programs.

#### **PROCEDURE**

##### **Recycling:**

Students purchase books initially with ABESAP funding and in subsequent semesters, these textbooks will be re-used.

The FAO is responsible for developing a working system and reporting expenditures.

FAOs choosing this option can determine a service charge/handling fee to be charged by the institutional department managing this service. This fee should be minimal (e.g. \$5.00 per transaction) and be used only for recycled textbooks.

##### **Bulk Buying:**

The FAO for ABESAP will determine the number of textbooks required in accordance with the number of students sponsored for ABESAP funding.

The FAO is responsible for developing a working system and reporting expenditures.

**A maximum of 35% of total institutional ABESAP annual allocation can be used for the purchase of textbooks using the bulk buying system.**

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 1 Funding Allocations**

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#### **POLICY**

Program funding will be determined based on the last year's expenditures, and the institutional policy on charging fees for developmental programs.

#### **PURPOSE**

To allocate the budget in an equitable manner.

#### **PROCEDURE**

StudentAid BC will calculate the appropriate allocation for each institution (based on prior year's expenditures and the current program budget). The statement of agreement for each institution will renew annually. A budget letter will be sent to each institution at the beginning of the program year outlining the current allocation and date of payment.

Additional funding required during the program year should be requested by email or by forwarding a completed copy of Appendix 3 to the Special Programs Unit. Contact information is located in the introduction section of this manual. There is no guarantee that there will be additional funding.

**NOTE: Given the set ABESAP budget each program year, institutions are responsible for managing their allocated budget accordingly in spite of students demonstrating financial need based on Chart A.**

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 2 Funding Disbursements**

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#### **POLICY**

Funding for the ABESAP is allocated to institutions once a year.

#### **PURPOSE**

Funding is issued once per year to ensure institutions have funding to run the ABESAP program.

#### **PROCEDURE**

The funding for the new program year is issued to institution once StudentAid BC receives and verifies an original signed copy of the Final Report (Appendix 2) and the Client Detail Report (Appendix 1) for the previous year.

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 3 Administration Allowance**

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#### **POLICY**

An allowance of 8% of the allocated ABESAP funds may be used to cover administrative costs associated with ABESAP.

#### **PURPOSE**

To provide funds to assist with the administrative costs of ABESAP.

#### **PROCEDURE**

The institution is responsible for calculating the administrative allowance on ABESAP funds received during the program year (8% of funds allocated for the current year less the previous year's surplus).

The administrative allowance is to be reported in the final report (see Appendix 2) and shown as an expenditure of funds.

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 4 Reporting**

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#### **POLICY**

Institutions must report the use of ABESAP funds to the ministry once a year on or before May 31<sup>st</sup>.

#### **PURPOSE**

To provide information on the use of ABESAP funds to the Ministry of Advanced Education detailing actual expenditures and a record of the number of clients participating in the program.

#### **PROCEDURE**

##### **Formal Reporting**

The Final Report Summary Sheet (Appendix 2) is for the period May 1<sup>st</sup> to April 30<sup>th</sup>. The report requires the Institution to indicate the total number of students granted funding and the associated costs (tuition, fees, books, supplies, transportation and unsubsidized childcare) for each program (ABE/ESL/ASE). Included with this summary is the Client Detail Report (Appendix 1) including adjustments, listing the clients' names, Social Insurance Numbers, type of program (ABE/ESL/ASE), the start and end dates of the study period, itemized allowable costs and the total amount of award.

**NOTE:** The use of the "other" category will no longer be recognized by StudentAid BC

**NOTE:** Students who withdraw late and do not reimburse ABESAP funds should be included on the final report expenditures.

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 4 Reporting**

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#### **PROCEDURE** cont.

**T4As:** The institution is responsible for issuing T4As to students in receipt of ABESAP funds for combined yearly award amounts totaling more than \$499.

**NOTE:** Charges for students who receive textbooks under recycled/bulk buying programs should not have these costs indicated on their individual T4A.

The ministry has the authority to deduct any expenditure not sufficiently justified from the next allocation of funds.

The ministry has the authority to perform random audits at any time.

## **CHAPTER 3 ADMINISTRATION**

### **SECTION 5 Reporting Procedures for Textbooks**

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#### **Procedures for Reporting Textbooks:**

**“Purchased”:** Student was issued textbooks with ABESAP funds but will not return textbooks upon completion of courses.

**“Recycled”:** Student was issued textbooks with ABESAP funds or was loaned textbooks, and the textbooks are returned to the institution upon completion of courses.

**“Bulk Buying”:** Student was loaned textbooks that were “bulk” purchased.

**CHAPTER 3 ADMINISTRATION**

**SECTION 6 Appendices**

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**APPENDICES**

ABESAP Client Detail Report .....	Appendix 1
Final Report Summary Sheet .....	Appendix 2
Request for Additional Funding .....	Appendix 3
2008/2009 ABESAP Work Sheet .....	Appendix 4





# REQUEST FOR ADDITIONAL ABESAP FUNDING

Institution \_\_\_\_\_ Program Year \_\_\_\_\_

Total Budget Received to date \$ \_\_\_\_\_ (Include surplus from last year and any additional allocations).

Total Amount (to date this program year) spent on:

Tuition \_\_\_\_\_

Fees \_\_\_\_\_

Books \_\_\_\_\_

Supplies \_\_\_\_\_

Transportation \_\_\_\_\_

Unsubsidized Childcare \_\_\_\_\_

Number of Students \_\_\_\_\_

Additional Amount Required \$ \_\_\_\_\_

Explanation:

(Please explain any unusual circumstances that have led to depletion of the budget)

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



# 2009/2010 ABESAP Work Sheet

Student Name:	Student Number:
Semester: <b>Fall</b> <b>Winter</b> <b>Summer</b>	SIN:

**Check for restrictions that would make student ineligible for ABESAP:**

If this student is a Landed Immigrant, is there a copy of Permanent Resident Card, IMM 1000, IMM 5292 or IMM 5509? Or, if this student is a Protected Person, is there a copy of Protected Person Status Document or a Decision Letter from the Immigration Refugee Board (IRB)?	YES	NO	N/A
Has this student successfully completed previous courses funded through ABESAP? If not, is this student progressing satisfactorily in ABESAP course(s)/program?	YES	NO	N/A
If unsuccessful in previously funded course(s), is student eligible for reinstatement (one or more courses successfully completed funded through own resources)?	YES	NO	N/A
Is student's combined gross income plus assets less exceptional expenses of \$ _____ below the MSOL for ABESAP? (see Chart A)	YES	NO	

ELIGIBILITY		COURSES	FUNDING	
Gross Income		1.	Tuition	
+ Assets		2.	Fees	
= <b>Subtotal</b>		3.	Books	
- Exception Expenses (provide explanation below)		4.	Supplies	
= <b>TOTAL</b>		5.	Transportation	
<b>Maximum limit (see Chart A in ABESAP Manual)</b>			Unsubsidized Childcare	
<b>Circle One:</b> APPROVED        DENIED			<b>TOTAL</b>	

<b>Prepared By:</b>	<b>FAO initial:</b>	<b>Date:</b>
<b>Comments:</b>		