

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

POLICY AND PROCEDURES



**Ministry of Advanced Education
Student Services Branch**

Effective: January 2006

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 programs such as:

- Academic Upgrading (when not repeating courses for better grades)
- Pre-Vocational
- English Language Training
- 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 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

POLICY

At post-secondary institutions, the Financial Aid Officer (FAO) will be responsible for administering the program with the assistance of the Developmental Education Administrator(s).

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 Applications Forms

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 www.aved.gov.bc.ca/studentervices/ or by completing a "Request for Supplies" form and sending it directly to the Mail Room, Student Services Branch, PO Box 9173 Stn Prov Govt, Victoria, BC, V8W 9H7, or fax the request to (250) 356-9455 or 1-888-262-2112 (toll-free) "Attention - Mail Room".

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.

The completed application will be approved/rejected by the institution participating in the administration of the program. Students who have been approved for funding will be allocated the funds by means of an internal transfer whenever possible.

The original applications can either be forwarded to the Student Services Branch with the final reports or held at the institution. If they are held at the institution they must be kept on file for 3 years. These applications are subject to audit.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 1 Citizenship

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, 4, 5, 6 or 7.
- 2) Permanent residents – these students will also have a SIN starting with 1, 2, 4, 5, 6, or 7, but are also required to provide a copy of their permanent resident card (replaced the IMM1000).
- 3) Convention refugees or permanent residents – 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 an IMM 5292 or a copy of their Convention refugee hearing decision. Copies of these documents may be kept with their application, or your office may want to get a verification of review stamp to be signed on the application.

The IMM 5292 is a Protected Person Status Document, and must be specially requested from Canada Customs and Immigration. The following URL is the link to the application package and procedures <http://www.cic.gc.ca/english/applications/ppstatus.html>

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 1 Citizenship

PROCEDURE cont.

Any other foreign students applying to study in Canada may not receive ABESAP funding unless they meet one of the above categories. Foreign students may apply for ABESAP but any potential funding will be held pending a favourable decision on their application for Canadian citizenship, permanent residency or designation as a Convention refugee / protected person.

Students living in Canada on a temporary visa are not eligible for assistance, nor are students on study permits. A condition of receiving a study permit is that you have enough resources to pay for your expenses, while attending school

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 2 Financial Need

POLICY

Eligible students must demonstrate financial need.

PURPOSE

This program was established to assist persons 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 indicating income, expenses and assets. 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.

A BCSAP Appendix 1 form is required for financially dependent students. An individual is defined as a financially dependent student according to BCSAP policies if:

- they have never been married; or
- do not have dependent children; or
- have not been out of high school for 48 months, and
- have not been in the labour force for two periods of 12 consecutive months.

A student who has been deemed by the Ministry of Employment and Income Assistance to be a Person with Disabilities (PWD) and is living with their parents is not required to fill out an Appendix 1. They can be treated as an independent student.

FAOs should refer to British Columbia Student Assistance Program (BCSAP) allowances when assessing student assets, income and expenses. This includes following the set guidelines for BCSAP motor vehicle allowances when determining student eligibility.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 2 Financial Need (Continued)

Although the principal residence is not normally assessed, FAO's may use discretion when considering such assets. ABESAP is designed to direct limited funding to the neediest students. FAO's may consider an asset if purchased six months prior to the class start date.

***Sponsored Landed Immigrants:** If the landed immigrant student meets one of the criteria for Group B (independent) status, then sponsor income is not considered. If the student is Group A, the sponsor must complete a BCSAP, Appendix 1 and provide asset and income information.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 3 Income Assistance Recipients

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 in compliance with the Ministry of Employment and Income Assistance (MEIA) policy. (BC Employment and Assistance Manual section 7.9.)

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 4 Residency

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.

British Columbia Student Assistance Program 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 Academic Standing for Continued Assistance

POLICY

Students who have previously received ABESAP funds and are applying for continued ABESAP funding assistance must have successfully completed their previous courses. Students who withdrew from a course(s) (and a full refund was not credited to ABESAP) or failed a course(s), should not be funded for that course again unless there are extenuating circumstances.

PURPOSE

To limit funding assistance to those students who earnestly pursue their studies and progress satisfactorily.

PROCEDURE

Students who apply for continued funding must demonstrate their successful completion of previous courses. The FAO must confirm that previous courses were successfully completed before approving assistance. In cases where extenuating circumstances have occurred, approval for continued assistance is at the discretion of the FAO. An explanation and supporting documentation must be kept with the application.

Students who fail or withdraw from a course a second time will not be eligible for future funding for that course.

Students who stop attending or withdraw three times from any course(s) funded by ABESAP will no longer qualify for ABESAP funding from the Ministry.

Students who stop attending or withdraw should be denied future ABESAP funding, unless they can provide documentation which clearly states that the withdrawal was beyond their control (i.e. medical, severe family problems, etc.). The decision for continued assistance for these students is at the discretion of the FAO.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 6 Reinstatement

POLICY

Students who have not successfully completed previously ABESAP funded courses may be reinstated for ABESAP funding if successful completion of one ABE/ESL/ASE semester, funded through their own resources, is demonstrated.

PURPOSE

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

PROCEDURE

Students applying for reinstatement to be eligible for ABESAP funds must demonstrate successful completion of one ABE/ESL/ASE semester of studies, funded through their own resources.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 7 Lifetime Maximum

POLICY

Students receiving ABESAP funds are subject to review after 156 funded weeks of funding.

PURPOSE

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

PROCEDURE

A “funded” week is every full or partial week that the client 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 8 Institutions

POLICY

ABESAP assistance is available to students attending 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 ABE course at a post-secondary institution, do not qualify for ABESAP. 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	Thompson Rivers University, Open Learning
Malaspina University College	University College of the Fraser Valley
Native Education Center	Vancouver Community College

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 9 Programs - Institutions

POLICY

Generally, developmental education programs are eligible. These include Academic Upgrading, Pre-Vocational, English Language Training and Adult Special Education.

Students, who are eligible and approved for ABESAP funding and are also enrolled in one or two post-secondary level courses, should apply for a High Need Part-Time Canada Study Grant to cover the additional cost.

Students who are enrolled in 60% of a full course load of post-secondary studies, and in addition are registered in one or two college prep or upgrading studies, are eligible for loan funding through the British Columbia Student Assistance Program (BCSAP). BCSAP students who are enrolled in 100% of a full course load of post-secondary studies, and are required to enroll in additional college prep or upgrading studies, are eligible for ABESAP funding in addition to BCSAP.

PURPOSE

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

PROCEDURE

The following are examples of eligible programs offered at participating institutions:

Academic Upgrading Programs:

- Academic Upgrading
- Adult Academic Upgrading
- Adult Basic Education
- Basic Skills Improvement
- Basic Training for Skills Development

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 9 Programs - Institutions

PROCEDURE cont.

Academic Upgrading Programs continued:

- College Achievement Program
- College Foundations
- College Preparatory
- General Education Development
- Native Adult Basic Education

Adult Special Education Programs

English Language Training Programs:

- English as a Second Language
- English Language for Employment
- English Language Training

Employment Orientation Programs:

- Basic Employment Skills
- Career Alternatives
- Career Choices
- Career Exploration
- Employment Preparation Training
- Occupation Orientation
- Pre-Technical Class
- Pre-Technology Training
- Workers Education

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 9 Programs - Institutions

PROCEDURE cont.

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 students 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.

These exceptions are at the discretion of the administrators of the institutions involved.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 10 Costs - Institutions

POLICY

Direct educational costs for students demonstrating financial need and enrolled in eligible Adult Basic Education Student Assistance Programs may be considered for funding.

PURPOSE

To provide financial assistance for direct educational costs to eligible students enrolled in ABESAP approved programs.

PROCEDURE

Allowable costs (subject to availability of funding) include:

- Tuition Fees (where applicable) including non-discretionary charges, i.e. Student Society/Activity Fees. Institutional Admission fee and non-refundable deposits may also be allowed at discretion of FAO.
- Books *textbooks, workbooks
- Supplies standard course supplies (under \$50)

At the discretion of the FAO, the following costs can be allowed using current BCSAP allowances under **exceptional** circumstances:

- Transportation

It is at the discretion of the Institutional Administrator 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.

* See page 17, 18 and page 23 for information regarding recycling and bulk purchase of textbooks.

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 11 Textbooks - Recycling, Bulk Buying

POLICY

Institutions may choose to recycle or bulk buy ABE textbooks.

PURPOSE

To reduce the cost of textbook purchases from institutional ABESAP budgets, and increase the availability of funds to eligible students enrolled in ABESAP approved programs.

PROCEDURE

Recycling:

Students would purchase books initially through ABESAP sponsorship. These textbooks will be identified with institutional marking (e.g. stamp). Storage and textbook re-issue would be the responsibility of the department that agrees to undertake this procedure (institutional bookstore, ABE department). The institution official administering ABESAP would be responsible for developing a working system and reporting expenditure. The student is instructed to return all textbooks once classes have ended.

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

CHAPTER 2 ELIGIBILITY - STUDENTS

SECTION 11 Textbooks - Recycling, Bulk Buying

PROCEDURE cont.

Bulk Buying:

The institutional administrator for ABESAP would determine the number of textbooks required in accordance with the number of students sponsored for ABESAP assistance. The textbooks will be identified with institutional marking (e.g. stamp) and students are instructed to return all textbooks once classes have ended. Storage and textbook re-issue would be the responsibility of the department that agrees to undertake this procedure (institutional bookstore, ABE department). The institution official administering ABESAP would be 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

POLICY

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

PURPOSE

To allocate the budget in an equitable manner.

PROCEDURE

The Student Services Branch (SSB) will calculate the appropriate allocation for each institution (based on prior year's expenditures and the current program budget). A Statement of Agreement will be sent to each institution outlining the programs' guidelines and budget. No funding will be disbursed before this statement of agreement is signed and returned to the Student Services Branch. The agreements may automatically renew annually. In the case of renewing agreements, a budget letter will be sent to each institution at the beginning of the program year outlining the current allocation.

Additional funding, required during the program year, should be requested by faxing a completed copy of Appendix 3 to the Special Programs Unit (Fax: 250 356-5440). There is no guarantee that there will be additional funding.

Note: Program budgets will vary from year to year.

CHAPTER 3 ADMINISTRATION

SECTION 2 Funding Disbursements

POLICY

Funding for the ABESAP is allocated to the 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 the institution once the Statement of Agreement is completed and the Student Services Branch receives a signed copy of the Final Report (Appendix 2) for the previous year.

CHAPTER 3 ADMINISTRATION

SECTION 3 Administration Allowance

POLICY

An allowance of up to 8% of the program funds allocated to the Financial Aid office may be used to cover administrative costs associated with ABESAP.

PURPOSE

To provide funds to the Financial Aid office 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 (up to 8% of funds allocated in current year less previous year's surplus).

The administrative allowance is to be included in the final report (as of April 30), and shown as an expenditure of funds.

CHAPTER 3 ADMINISTRATION

SECTION 4 Reporting

POLICY

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

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 1st to April 30th. The report requires the Financial Aid Officer to indicate the total number of students for each program type (ABE/ASE/ESL). Included with this summary is the Client Detail Report (Appendix 1) including adjustments, listing the clients' names, Social Insurance Numbers, the program they are enrolled in, type of program (ABE/ASE/ESL), the start and end dates of the study period, itemized allowable costs and the total amount of award. This report is to be submitted with the final report.

NOTE: If students withdraw late and a reimbursement does not occur, the students should be included on the final report showing expenditure. These students should be denied future ABESAP funding, unless they can provide documentation that clearly states that the withdrawal was beyond their control (i.e. medical, death in the family, etc.). The decision for continued assistance for these students is at the discretion of the FAO.

CHAPTER 3 ADMINISTRATION

SECTION 4 Reporting

PROCEDURE cont.

An ABESAP Client Detail Report (Appendix 1) must be attached with the final report. Please contact the Administrator, Special Programs, at the Student Services Branch, regarding any questions about these reporting procedures.

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 that was not 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

Procedures for Reporting Textbooks:

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

Indicate that textbooks were “purchased” on the student’s ABESAP application form. Enter total expenditure on textbook line and calculate in total award.

“Recycled”: Student was issued textbooks with ABESAP funds or was loaned textbooks, but the textbooks will be returned to the Institution upon completion of courses.

Indicate that textbooks were “recycled” in the award recommendation section of student’s ABESAP application form. Enter any textbook charges (include handling fee/service charge if applicable) on textbook line and calculate in total award.

“Bulk Buying”: Student was loaned textbooks from the library of ABESAP textbooks that were “bulk” purchased.

Indicate that textbooks were “bulk” bought in the award recommendation section of student’s ABESAP application form. Do not enter textbook charge in this section.

CHAPTER 3 ADMINISTRATION

SECTION 6 Appendices

APPENDICES

ABESAP Client Detail Report.....Appendix 1
Final Report Summary Sheet.....Appendix 2
Request for Additional Funding.....Appendix 3

Please photocopy appendices and use as required for reporting.

ABESAP FINAL REPORT SUMMARY SHEET			
A	Total Allocation (as per agreement)		\$ _____
B	+ Additional Allocation		\$ _____
C	Previous Years Surplus	\$ _____	
D	Total Disbursement (A + B - C)	\$ _____	

The following information is due by May 31 for the period May 1 - April 30:			
E	Expenditures during May 1 - April 30	\$ _____	
F	+/- Adjustments (refunds)	\$ _____	
G	8% Administration Fee (8% x D)	\$ _____	
H	Total Expenditures (E+/-F+G)		\$ _____

Total Program Year Surplus or Deficit \$ _____ (A+B-H) (Retain surplus funds for the next program year. Will be deducted from allocation).

Total number of students ABE _____ ESL/ELT _____
 ASE _____ Other _____

Total Expenditures =
 Tuition _____ Book/Supplies _____ Transportation _____

Authorized Signature _____ Date _____

REQUEST FOR ADDITIONAL FUNDING

INSTITUTION

PROGRAM

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

Total \$ (to date this program year) spent on:

Transportation	_____
Books	_____
Supplies	_____
Number of Students	_____

Additional \$ Required \$ _____

Explanation:

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

SIGNATURE OF FAO

DATE:YYYY/MM/DD