



# Application for Adult Basic Education Student Assistance Program

INSTITUTION STAMP

### How to complete the application:

You must submit your completed application to the financial aid office at your school. The financial aid officer will determine your eligibility based on the policy set out by the ministry.

## SECTION A: Personal Information

APPLICATION MUST BE COMPLETED IN INK

01 Last Name

[Grid for last name]

02 First Name & Middle Initial

[Grid for first name & middle initial]

All mail will be sent to this address. If you move, tell your school's Financial Aid Office.

03 Address

[Grid for address]

04 City or Town

[Grid for city or town]

05 Province

[Grid for province]

06 Postal Code

[Grid for postal code]

07 Telephone Number

[Grid for telephone number]

08 Social Insurance Number

[Grid for social insurance number]

09 Student Number (If known)

[Grid for student number]

10 Date of Birth

[Grid for date of birth]

11 Gender

[ ] Male [ ] Female

12 Status (Mark one box only)

[ ] Single [ ] Single parent [ ] Married [ ] Common law [ ] Separated/Divorced/Widowed

13 Are you a Canadian citizen? .....  YES  NO

14 Are you a landed immigrant (permanent resident)? .....  YES  NO  
*If yes, you must show your IMM1000 or permanent resident card to the financial aid office. If you are mailing your application form submit a copy of your IMM1000 or permanent resident card.*

14A If no, have you applied for landed immigrant (permanent resident) status? *If yes, documentation must be provided, and you must be a landed immigrant as of the first day of classes to receive assistance.* .....  YES  NO

15 Are you a protected person? .....  YES  NO  
*If yes, you must show your protected person status document and social insurance number showing an expiry date to the financial aid office. If you are mailing your application form, submit a copy of your protected person status document and social insurance number showing an expiry date.* .....

16 Are you, or were you at the time of your 19<sup>th</sup> birthday, a youth in continuing care of the director (ward of the court – the government is/was your legal guardian)? .....  YES  NO

17 Number of dependants ..... Age 0-6  7-18  or None   
*Please write the number of children you have in each age group or check that you have none*

18 Have you applied to your school for admission for the semester you are requesting funding? .....  YES  NO

## SECTION B: INCOME AND ASSETS

List **all** income (applicant and spouse/common law partner) for the 12-month period ending with the last month of study for which funding is requested on this application.

For **example**, if classes end December 2010, indicate income for the period of January 1, 2010, through December 31, 2010.

- For the months not yet worked, please **estimate** your income from all sources.
- Include income from employment, self-employment, investments, EI, income assistance, child support, alimony, gifts etc.
- Do **NOT** include StudentAid BC, child tax credit and GST earnings.
- Include dates of unemployed periods.

### 19 Applicant and Spouse/Common-Law Gross Income

Source of income (applicant and spouse/common-law) For example, provide name of employer, type of federal or provincial government funding (example: income assistance, employment insurance benefits (EI) etc.) or self-employed, etc.	FROM		TO		Total Gross Income for Period
	Year	Month	Year	Month	
Applicant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
Spouse/Common-Law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
→ TOTAL GROSS INCOME for 12 months:					\$

(see example above)

20 Applicant	Assets (enter '0' if no value)	Spouse/Common Law
\$ <input type="text"/> .00	A. Do you and your spouse/common-law, if applicable, have any money saved? YES or NO If yes, how much? If yes – How much money was saved from sources listed on question 19 above? Applicant \$ _____ Spouse/Common Law \$ _____	\$ <input type="text"/> .00
\$ <input type="text"/> .00	B. What is the total <u>net</u> value of your RRSPs?	\$ <input type="text"/> .00
\$ <input type="text"/> .00	C. What is the total <u>net</u> value of your term deposits, GICs, stocks, bonds, mutual funds, etc.?(Do not include RRSPs.)	\$ <input type="text"/> .00
\$ <input type="text"/> .00	D. What is the <u>net</u> value (your share) of any other assets such as, boat, RV, revenue/holding/recreational properties etc? <i>Do not include principal residence or motor vehicle. Enter '0' if none</i>	\$ <input type="text"/> .00

## SECTION C: Exceptional Expenses

21 Unsubsidized child-care costs you pay (for your period of study as noted below)	\$ <input type="text"/> .00
22 Transportation costs you pay (for your period of study as noted below)	\$ <input type="text"/> .00

## SECTION D: School and Program Information

23 Name of School  24 Campus

Course Type (i.e. ABE, ESL, ASE)	Course Name and Number	Have you ever received ABESAP funding for this course? <input type="checkbox"/> YES <input type="checkbox"/> NO	Start Date			End Date			No. of weeks
			Year	Month	Day	Year	Month	Day	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

25 Choose One:  PART-TIME  FULL-TIME

**Section E – Declaration Important Document – Read, Sign and Date**

I hereby declare that the information I have provided in this application form is, to the best of my knowledge, correct and complete. I acknowledge that this information may be used to determine my eligibility for a needs-based grant from the adult basic education student assistance program.

**I - I understand that:**

1. It is against the law to make false or misleading statements on this application or all documents related to it.
2. It is my responsibility to make sure the information on this application and all the documents related to it, are accurate.
3. **All information is subject to audit and verification.**
4. If I do not provide complete, accurate information or if I obtain or attempt to access financial assistance by fraudulent means, I may be denied assistance from the adult basic education student assistance program now or in the future.
5. If I receive money and then it is discovered that my application, or documents forming a part of it, are not accurate, I will be required to repay all or part of the money. I will be required to do this whether the institution, StudentAid BC or I made the mistake.

**II - I understand that by signing below it means:**

1. I have answered all questions on the application that pertain to me.
2. I certify that all the information is complete and accurate.
3. I meet all of the eligibility requirements for this program, as set out in this application form.
4. for the purpose of verifying and/or investigating information pertaining to this application and related documents, and for the purpose of determining whether I will be required to repay any grant I may receive, I consent to the exchange of information between the Ministry of Advanced Education (or person designated by the ministry) and the following agencies: Canada Revenue Agency, Ministry of Health Services, Ministry of Children and Family Development, financial institutions, Human Resources and Skills Development Canada, Ministry of Finance, Ministry of Small Business and Revenue, Crown corporations, city departments, and federal and provincial departments/agencies.

**COLLECTION AND USE OF PERSONAL 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 BC V8W 9H7, telephone: 250 387-6100, 604 660-2610 (in the B.C. Lower Mainland), or 1-800-561-1818 (toll free in Canada/the U.S.).

<b>SIGNATURE OF STUDENT (in ink)</b>	<b>PRINT NAME</b>	<b>DATE SIGNED</b> YEAR MONTH DAY <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>						

**Section F – Canada Revenue Agency Consent - Important Document – Read, Sign and Date**

For the purpose of verifying the data provided in this application for the adult basic education student assistance program, 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 this application form 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..

<b>SIGNATURE OF STUDENT (in ink)</b>	<b>PRINT NAME</b>	<b>DATE SIGNED</b> YEAR MONTH DAY <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>						

**SECTION G: OFFICE USE ONLY**

<b>FAO Comments</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; height: 20px;"></td></tr> </table>									<input type="checkbox"/> Approved  <input type="checkbox"/> Denied	<b>ABESAP AWARD RECOMMENDED</b>  Tuition                    \$ <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; height: 15px;"></td><td style="border: 1px solid black; width: 20px; 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Signature of School Official	Name and Position of School Official (Please Print)	Date
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# Instructions for Students

The adult basic education student assistance program is provincially funded and designed to provide direct educational costs for students enrolled in developmental programs, such as adult basic education, English as a second language and adult special education.

*The adult basic education student assistance program is intended for, but not limited to, students who have left the high school (secondary) system without graduating. This program is for students attending B.C. public post-secondary institutions only, and eligibility is based on financial need. To be considered to have financial need, your income must meet or be below a gross income level. This income level depends on the size of your family.*

*Please contact the financial aid office at the institution you plan on attending for more information.*

## How to complete the application (print clearly & complete in ink)

<b>Section A: Personal Information</b>	
Questions 1 to 7 & 10	We need this information to identify you and to contact you if we have questions. Your identity may be verified through Human Resources and Skills Development Canada before your application is processed.
Question 8	You must have a valid social insurance number. Students with social insurance numbers beginning with 0 or 8 are not eligible for assistance through this program. Students with social insurance numbers starting with 9 are only eligible if they can provide documentation that they are a protected person.
Questions 13 to 15	If you are a landed immigrant (permanent resident), you must attach a copy of the appropriate legal documentation (IMM1000 or a copy of your permanent resident card). If you are currently applying for permanent resident status, you may apply to this program, but you must be a permanent resident as of your first day of classes to receive assistance. (You must provide proof that you have applied for permanent resident status along with this application, and you must provide proof of permanent resident status before receiving funding). If you are a protected person, you must attach a copy of the appropriate legal documentation.
Question 16	Indicate if you are a youth in continuing care/custody of the director or were on your 19 <sup>th</sup> birthday.
Question 17	Eligible dependants are any dependants for whom the Canada Child tax benefit is claimed or for whom a benefit is claimed on your income tax return.
Question 18	Indicate if you have applied for admission to your school for the semester you are requesting funding.
<b>Section B: Income and Assets:</b> <i>Please Note: Verification of gross income, savings, investments or assets indicated on this application may be requested by the financial aid office.</i>	
Question 19	Family gross income: Enter the gross income earned/received from 12- month period ending with the last month of study for which funding is requested on this application (include the income from your spouse if married or common-law).
Question 20	Indicate if you (and your spouse if married or common-law) have any savings. If yes, indicate how much. Indicate if you (and your spouse if married or common-law) own RRSPs. If yes, indicate how much they are worth (amount of RRSP less amount owing on RRSP loan). Indicate if you (and your spouse if married or common-law) own GICs, term deposits, stocks, bonds, mutual funds etc. If yes, indicate their net worth (amount of investment less amount owing on investment loan). Indicate the net value of your share of any other assets (market value of assets less amount owing on assets).
<b>Section C: Exceptional Expenses</b>	
Questions 21 & 22	Indicate total amount of unsubsidized child care and transportation cost for your period of study
<b>Section D: Program Information</b>	
Questions 23 & 24	Indicate the school and campus where you will be attending this period of study. Indicate the type of course(s) you will be taking, the course dates and whether you will be studying full or part-time.
<b>Section E &amp; F: Declaration and Canada Revenue Agency consent form</b> <i>Read the declaration carefully. If you do not understand it, ask for assistance at your financial aid office.</i>	
	Sign and date the Declaration and Canada Customs and Revenue consent form in ink.

Revised January 2011