

# Part-Time Studies Application

## PART-TIME STUDIES – FINANCIAL ASSISTANCE

### STUDENT INFORMATION SHEET

1. Canada student grant for students with permanent disabilities
2. Supplemental bursary for students with disabilities
3. Canada student grant for part-time students
4. Canada student grant for part-time students with dependants
5. Canada student loan for part-time students

### WHO IS ELIGIBLE?

#### Applicants must:

- Be a Canadian citizen, permanent resident/landed immigrant, convention refugee or a protected person living in Canada, as defined in the Immigrant and Refugee Protection Plan
- Be enrolled in a designated post-secondary educational institution in Canada in a program leading to a degree, diploma or certificate
- Be studying between 20% to 59% of a full-time course load for a minimum of 6 weeks
- Have a family income that falls below those shown in Table 1 (page 5 of the application form)
- Not be in default on previous full or part-time Canada student loans
- If you have had previous funding from Canada Student Grants and Loans for part-time studies, you must have successfully completed those study periods

#### What expenses do the part-time funding programs cover?

- Tuition
- Compulsory fees
- Books and supplies
- An incidental allowance
- Local transportation allowance to and from classes
- Unsubsidized child care costs incurred to attend classes

### PART-TIME STUDIES PROGRAMS

#### CANADA STUDENT GRANTS

##### Grant for Students with a Permanent Disability

If you have a permanent disability that affects your ability to attend school (see definition next page), you may qualify for a grant of \$2,000 per program year, whether you study full-time or part-time.

*If, in addition to this, you are a **BC resident**, you may qualify for the **Supplemental Bursary for Students with Disabilities** of \$400 if you study between 20%-39% of a full-time course load or \$800 if you study 40% or more per program year.*

##### Grant for Part-time Students

If your family income falls below the amount for your family size, as shown in the Low Income section of Table 1 of the application, you may qualify for the Grant for Part-time Students of up to \$1,200 per program year.

##### Grant for Part-Time Students with Dependants

You may qualify for this program if you are considered "Low Income" based on Table 1 of that application *AND* you have dependants that are either 11 years old or younger or are older than 11 and have been claimed as dependants on your income tax (with a CRA approved permanent disability), and IF:

- Your financial need in this program year exceeds \$1,200 of Grant for Part-time Students – and –
- You have at least \$4000 in outstanding principal for Part-time Student Loan (based on previous applications *plus* the amount of loan assessed for this current application).

#### CANADA STUDENT LOAN

If your family income falls below those shown in the Middle Income table on page 3 of the application, you may receive up to \$10,000 in Canada Student Loan for Part-time Students. The maximum outstanding principal for Loan for Part-time Students cannot exceed \$10,000. As of August 2009, interest payments are no longer required while in-study.

Your complete and correct application must be received by StudentAid BC at least  
**6 weeks before the DATE CLASSES END** (in Section 7).

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

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## INSTRUCTIONS FOR STUDENTS WITH A PERMANENT DISABILITY

### Definition:

“Permanent disability” for the purposes of student financial aid means a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate fully in studies at a post-secondary level and is expected to remain with the person for the person’s expected life.

### Note:

Not all medical conditions are considered permanent disabilities for the purpose of the Canada Student Grant for Students with Permanent Disabilities.

**Medical documentation must be provided to StudentAid BC.**

**The medical documentation must be current (three to five years). It should diagnose your permanent disability and describe the daily impact it has on you in an educational setting (e.g., your barriers to education as a result of your permanent disability).**

**This can include any of the following:**

- A medical report from a licensed medical assessor, who is qualified to diagnose your disability and who you have had a case history with of at least 3 years. The information must show examples of the impact your disability has on your ability to participate fully in your studies.
- A verification of permanent disability form.
- A current learning disability assessment that meets Ministry criteria (as defined on the verification of permanent disability form).

The forms and SABC criteria mentioned above can be printed from [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

### Note:

*If your permanent disability status is not approved at StudentAid BC **six weeks before the end of classes**, any funding from your current financial aid application will not include grants for students with permanent disabilities.*

BC public post-secondary institutions have Disability Coordinators who may assist you with the process of submitting the appropriate documentation to StudentAid BC for verifying your permanent disability.



StudentAidBC

# Part-Time Studies Application

2010/2011

For studies commencing between August 1, 2010 and July 31, 2011

- 1. Canada student grant for students with permanent disabilities
- 2. Supplemental bursary for students with disabilities
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- 4. Canada student grant for part-time students with dependants
- 5. Canada student loan for part-time students

**COMPLETE THE APPLICATION IN INK.** No faxes or copies are accepted as original signatures are required.

## SECTION 1 - APPLICANT'S PERSONAL INFORMATION

(01) Legal LAST NAME

(02) Legal FIRST NAME

(03) Legal MIDDLE NAME(s)

(04) MAILING ADDRESS – **IMPORTANT: All mail will be sent to this address**

Apt./box/suite number

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

(06) CITY/TOWN

(07) PROVINCE

(08) POSTAL CODE

(09) AREA CODE

TELEPHONE NUMBER

(10) E-MAIL ADDRESS (OPTIONAL)

(11) SOCIAL INSURANCE NUMBER

(12) DATE OF BIRTH

YEAR

MONTH

DAY

(13) GENDER

MALE

FEMALE

(14) STUDENT NUMBER (mandatory if at a BC public school)

### DEFINITION OF COMMON-LAW for StudentAid BC

If you are not married but are living in a marriage-like relationship for at least 12 consecutive months as of the first day of classes, you are considered "Common Law".

(15) STATUS as of the first day of classes.

(MARK ONE BOX ONLY)

SINGLE

SINGLE PARENT

MARRIED

COMMON-LAW

SEPARATED/  
DIVORCED/  
WIDOWED

A

B

C

D

E

If you are **Married or in a Common-Law relationship**, your spouse **MUST complete Section 4** and **MUST sign BOTH declarations** for your application to be processed.

(16) Citizenship Status: Canadian citizen  Protected Person  Landed Immigrant/Permanent Resident

If you are not a Canadian citizen, you must attach a copy of your Canadian Immigration.

(17) Have you ever declared bankruptcy in which Canada student loan funds were involved? ..... (17)  YES  NO

(18) Are you currently in default of a Canada student loan (full-time or part-time)? ..... (18)  YES  NO  
This Information will be verified. If you are in default you are not eligible for this program.

If you are a student with a permanent disability, please read page 2 of the Student Information Sheet before answering question 19.

(19) Are you a student with a permanent disability applying for permanent disability grants? If NO, go to question 21 ..... (19)  YES  NO

If you replied YES to question 19 AND you have not received StudentAid BC approval of your permanent disability for the purposes of study, you must submit proof for verification (see page 2 of Student Instructions) prior to or with this application.

(20) If you replied YES to question 19, have you lived in BC for 12 continuous months not including full-time post-secondary study? ..... (20)  YES  NO

### TIMING COUNTS!

A deadline for applying for assistance is in place to ensure that you receive assistance before your study period ends. Funds cannot be disbursed after your study end date. Your complete and correct application must be received by StudentAid BC at least 6 weeks before the date classes end (as in Section 7). It is best to complete your application 6 to 8 weeks before the start of classes, if possible.

If you are applying for the Canada Student Grant for Students with Permanent Disabilities your permanent disability status must first be verified at StudentAid BC. Please submit your proof for verification early! You can submit it before your grant application. Verification of a permanent disability can take 6 or more weeks to process. Your permanent disability needs to be verified only once

### MINISTRY USE ONLY







# IMPORTANT DOCUMENT – YOU MUST READ AND SIGN IN BOTH PLACES

## SECTION 5 - StudentAid BC - STUDENT DECLARATION - IMPORTANT DOCUMENT

I am applying for funding to assist with my education under one or all of the following programs: Canada Student Grant for students with Permanent Disabilities, the Supplemental Bursary for Students with Disabilities, Canada Student Grant for Part-time Students, Canada Student Loan for Part-time Students, and if eligible, Canada Student Grant for Part-time Students with Dependants.

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/or 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 Canada Student Grant for students with Permanent Disabilities, Canada Student Grant for Part-time Students, Canada Student Loan for Part-time Students, and if eligible, Canada Student Grant for Part-time Students with Dependants now or in the future.
5. If I receive money (loan or grant) 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, with interest. I will be required to do this if my spouse or common law partner, school, StudentAid BC or I made the mistake.

I understand that by signing my name on this application form means:

6. I have answered all questions on this form and I believe that all answers I have provided are true and correct.
7. I need financial assistance to continue my education
8. I will use the money I receive to pay my academic fees and expenses first.
9. None of the courses used to meet the minimum 20% course load requirements are repeats/duplicates of courses for which I previously received credits.
10. I must pass at least 20% of a course load for the study period that I have applied for, or my eligibility for student financial assistance in future years of part-time studies will be affected.
11. I will immediately notify the financial aid office of any increase in my or my spouse/common-law partner's, income and/or assets and of any changes in my address, academic status (e.g., course load study period), marital status, or reduced number of dependants.
12. I give my permission for the exchange of information between StudentAid BC, the school and/or other appropriate financial aid office about my academic standing, awards, program of study, course load, attendance, living arrangements, marital status and financial status.
13. 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 social insurance register. This information will be disclosed to Human Resources and Skills Development Canada for the purpose of confirming the accuracy of my identification in the context of my application for a Canada Student Loans and Grants for part-time studies.
14. I will complete an application for each study period.
15. For the purpose of verifying and/or investigating information pertaining to this application, related documents, and the eventual repayment of my loan awards, whether defaulted or not and any other money repayable, I consent to the exchange of information between the Ministry of Advanced Education and Labour Market Development (or its agent) and the following agencies: financial institutions, Canadian Imperial Bank of Commerce, Royal Bank, Bank of Nova Scotia, schools, credit agencies, WorkSafe BC, Superintendent of Bankruptcy, other financial aid offices, Land Title and Survey Authority of B.C., B.C. Registry Services, Ministry of Housing and Social Development/employment program for persons with disabilities (or a contracted agent of that Ministry), Ministry of Children and Family Development, Ministry of Attorney General, Ministry of Finance, Ministry of Small Business and Revenue, Ministry of Education, B.C. Student Loan Service Bureau, National Student Loan Service Centre, Citizenship and Immigration Canada, Drivers Services, Insurance Corp. of B.C. Assessment Authority, Human Resources and Skills Development Canada, Crown corporations, native bands, federal, provincial, municipal ministries/departments/agencies.
16. I have not applied nor will I apply to or receive student loans, grants or bursaries from another province or territory during the study period stated in this application.

**Photocopied or Faxed signatures cannot be accepted.**

<b>X</b>	<b>(55)</b> SIGNATURE OF STUDENT (IN INK) <b>SIGN HERE</b>	PRINT NAME <b>PRINT HERE</b>	<b>(55)</b> DATE SIGNED YEAR MONTH DAY <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"/>
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### CANADA REVENUE AGENCY CONSENT - IMPORTANT DOCUMENT – READ, SIGN AND DATE

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 and Labour Market Development (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.

<b>X</b>	<b>(55)</b> SIGNATURE OF STUDENT (IN INK) <b>SIGN HERE</b>	PRINT NAME <b>PRINT HERE</b>	<b>(55)</b> DATE SIGNED YEAR MONTH DAY <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"/>
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### IMPORTANT NOTES TO THE APPLICANT

- ENSURE ALL YOUR INFORMATION IS COMPLETE! If any portion of the information requested is not completed, your application will be delayed and your application **may be denied funding**.
- If you forget to sign or choose not to sign the StudentAid Declaration or the Canada Revenue Agency Consent Form, **your application will not be processed**.
- If you are married or living in a common-law relationship at the start of classes, your spouse **MUST** complete Section 4 Spouse Income and Assets and sign the Spouse's Declaration and the Canada Revenue Agency Consent Form or your application will not be processed.
- **STUDY INFORMATION IS ON THE BACK PAGE. You must complete your study information in Section 6 of the back page and hand the application to your school to complete, sign and stamp Section 7. Section 7 can only be completed BY YOUR SCHOOL. Applications will not be processed without the study information.**

**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 and Labour Market Development, PO Box 9173, Stn Prov Govt, Victoria, BC V8W 9H7, call 250 387-6100, 604 660-2610 (in the BC lower mainland), or 1-800-561-1818 (toll-free in Canada/U.S.).

