

Part-Time Studies Application

PART-TIME STUDIES – FINANCIAL ASSISTANCE

1. Canada Student Grant for Students with Disabilities (CSG-D)
2. B.C. Supplemental Bursary for Students with Disabilities (SBSD)
3. Canada Student Grant for Part-Time Studies (CSG-PT)
4. Canada Student Grant for Part-Time Students with Dependants (CSG-PTDEP)
5. Canada Student Loan for Part-Time Students (CSL-PT)
6. B.C. Access Grant for Part-Time Studies

WHO IS ELIGIBLE?

Applicants must:

- Be a Canadian citizen, permanent resident (with valid Permanent Resident card or landing document), convention refugee or a protected person living in Canada.
- Be a resident of British Columbia.
- Be enrolled in a designated post-secondary education institution in a program leading to a degree, diploma or certificate.
- Be studying between 20 per cent to 59 per cent of a full-time course load for a minimum of six weeks, leading to at least a 12-week program.
- Have a family income that falls below the tables in Section 4.
- Not be in default on previous full or part-time Canada Student Loan(s).
- 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

Note: As of April 1, 2023, the accrual of interest on Canada Student Loans has been permanently eliminated. Borrowers continue to be responsible to pay any interest that may have accrued prior to April 1, 2023.

PART-TIME STUDIES PROGRAMS

1. Canada Student Grant for Students with Disabilities

If you have a permanent disability, or a persistent or prolonged disability (see definitions in the next page) that affects your ability to attend school, you may qualify for a grant of \$2,800 per loan year for each year of post-secondary studies.

2. B.C. Supplemental Bursary for Students with Disabilities

If you are a B.C. resident and have a permanent disability, or a persistent or prolonged disability, you may qualify for this program. If you study between 20 per cent to 39 per cent of a full-time course load, your program year maximum is \$400. If you study between 40 per cent to 59 per cent of a full-time course load, your program year maximum is \$800.

3. Canada Student Grant for Part-Time Studies

If your family income falls below the amount for your family size as shown in Section 4, you may qualify for the grant for part-time studies of up to \$2,520 per loan year.

4. Canada Student Grant for Part-Time Students with Dependants

The Canada Student Grant for Part-Time Students with Dependants is available for students with dependent children under the age of 12 and/or a permanently disabled dependant who is 12 years of age or older at the beginning of the study period. To be eligible, students must meet the following:

The grant will not exceed the lesser of:

- The student's assessed need;
- \$56 per week of study for students with one or two dependants;
- \$84 per week of study for students with three or more dependants; or
- To a maximum of \$2,688 per program year.

The Canada Student Grant for Part-Time Students with Dependants is based on assessed need and not a minimum part-time loan disbursement. You may be eligible for the grant if you meet all the following criteria:

- Attend a designated post-secondary institution in Canada on a part-time basis;
- Have a dependant under the age of 12 and/or a permanently disabled dependant who is 12 years of age or older.

Eligibility for the Canada Student Grant for Part-Time Students with Dependants uses a progressive eligibility threshold whereby the grant amount decreases as family income increases.

5. Canada Student Loan for Part-Time Students

Part-time Canada Student Loan funding is available to students studying part-time (20 to 59 per cent of a full-time post-secondary course load), whose income falls below a pre-determined threshold. This funding is a loan and must be repaid. Only \$10,000 of original principal may be outstanding at any time (not including capitalized interest, if applicable).

The first payment on a Canada Student Loan for part-time students is due six months after the student leaves part-time studies.

Part-time and full-time Canada Student Loans are interest-free.

6. B.C. Access Grant for Part-Time Studies

If your family income falls below the amount for your family size as shown in section 4, you may qualify for the B.C. Access Grant for Part-Time Studies of up to \$1,000 per program year.

- Your fully complete and correct application must be received by StudentAid BC at least **six weeks before the DATE CLASSES END**;
- Section 9 must be completed by your school and attached to your application;
- No faxes, scans or copies are accepted as original signatures are required.

Students with disabilities

If you are a student with a Permanent Disability, or a Persistent or Prolonged Disability as defined below, you may be eligible for additional student financial assistance.

Permanent Disability is defined as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment - or a functional limitation - that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and that is expected to remain with the person for the person's expected life."

Persistent or Prolonged Disability is defined as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment - or a functional limitation - that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and has lasted, or is expected to last, for a period of at least 12 months but is not expected to remain with the person for the person's expected life."

Note:

Not all medical conditions are considered a disability for the purpose of StudentAid BC disability funding.

To be considered for the disability funding listed on page 2, you must:

- Verify your permanent disability, or persistent or prolonged disability by completing an Appendix 8 – Disability Programs Application at www.StudentAidBC.ca.
- Section 4 of Appendix 8 must be completed by a qualified medical assessor in Canada.
- Your physician or another qualified medical assessor must clearly indicate how your disability impacts you on a daily basis in an educational setting.

IF YOU HAVE PREVIOUSLY HAD YOUR DISABILITY STATUS APPROVED BY StudentAid BC, YOU DO NOT NEED TO RESUBMIT APPENDIX 8.

Note:

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

B.C. public post-secondary institutions have accessibility coordinators who may assist you with the process of submitting the appropriate documentation to StudentAid BC for verifying your permanent disability, or persistent or prolonged disability.

CONTACT INFORMATION

TO REACH StudentAid BC BY PHONE:

Call **1-800-561-1818** toll-free from in Canada or USA
Or
+1-778-309-4621 from outside North America

TO REACH StudentAid BC BY MAIL:

StudentAid BC
Mailing address:
P.O. Box 9173 Stn Prov Govt
Victoria B.C. V8W 9H7
Courier address: StudentAid BC
1st Floor, 835 Humboldt Street
Victoria B.C. V8V 4W8
www.StudentAidBC.ca



Part-Time Studies Application

2024/2025

Your application number will be assigned once processed:
2024-P

For classes starting between August 1, 2024 and July 31, 2025

SECTION 1 OF 9 – APPLICANT’S PERSONAL INFORMATION

(01) Legal LAST NAME
[Grid for name entry]

(02) Legal FIRST NAME
[Grid for name entry]

(03) Legal MIDDLE NAME(s)
[Grid for name entry]

(04) MAILING ADDRESS – **IMPORTANT: All mail will be sent to this address**
Apt/box/suite number
[Grid for address entry]

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

(06) CITY/TOWN
[Grid for city entry]

(07) PROVINCE [Text box] (08) POSTAL CODE [Grid for postal code]

(09) AREA CODE TELEPHONE NUMBER
([Grid]) [Grid] - [Grid]

(10) E-MAIL ADDRESS - Notifications MAY be sent to this address
[Text box]

(11) SOCIAL INSURANCE NUMBER
[Grid for SIN]

(12) DATE OF BIRTH
YEAR MONTH DAY
[Grid for birth date]

(13) GENDER Man Woman
 Non-Binary Prefer not to answer

(14) STUDENT NUMBER (mandatory if at a BC public school)
[Grid for student number]

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".

If you are married or in a common-law relationship, have your spouse complete and sign BOTH declarations to ensure your application can be processed.

(15) STATUS as the first day of classes. (MARK ONE BOX ONLY)
SINGLE PARENT MARRIED COMMON-LAW SEPARATED/DIVORCED/WIDOWED
 A B C D E

(16) Citizen Status: Canadian Citizen Protected Person Permanent Resident

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

RESIDENCY

(17) Have you lived in B.C. for 12 continuous months not including full-time post-secondary study?(17) YES NO

(18) Have you ever declared bankruptcy that included student financial assistance? (18) YES NO

(19) Are you currently in default of a Canada Student Loan (full-time or part-time)?..... (19) YES NO

This Information will be verified. If you are in default you are not eligible for this program

(20) Are you a student with a permanent disability, or a persistent or prolonged disability applying for disability grants? ...(20) YES NO

- Notes:**
- If you are a student with a permanent disability, or a persistent or prolonged disability, please read page 2 of the instructions before answering Question 20.
 - If you answered YES to Question 20 AND you have not received StudentAid BC approval of your disability **for the purposes of study**, you must submit an Appendix 8 - Disability Programs Application (read page 2 of the instructions).

Your fully complete and correct application must be received by StudentAid BC at least **six weeks before the DATE CLASSES END**
(Section 9 must be completed by your school and mailed with the application).

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

MINISTRY USE ONLY
[Large empty box for ministry use]

IMPORTANT DOCUMENT - YOU MUST READ AND SIGN IN BOTH PLACES

SECTION 7 OF 9 – StudentAid BC - STUDENT DECLARATION – IMPORTANT DOCUMENT

I am applying for funding to assist with my education under one or all of the following programs: British Columbia Access Grant for Part-Time Studies, Canada Student Loan for Part-time Students, Canada Student Grant for Students with Disabilities, the B.C. Supplemental Bursary for Students with Disabilities, Canada Student Grant for Part-time Studies, and if eligible, Canada Student Grant for Part-time Students with Dependents.

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/or all the documents forming part of 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 any further federal or provincial student financial assistance, including full- and part-time Canada Student Loans and Grants, now or in the future.
5. If I receive money (loan or grant) and then it is discovered that this application, or documents forming a part of it, are not accurate, I will be required to repay all or part of the money, with any accrued interest, if applicable. I will be required to do this if my spouse or common law partner, post-secondary institution, StudentAid BC or I made the mistake.

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

1. I certify that all information is complete and accurate and I have not altered or added to any of the StudentAid BC application and/or questions;
2. I will use the money I receive to pay my academic fees first.
3. None of the courses used to meet the minimum 20 per cent course load requirements are repeats/duplicates of courses for which I previously received credits.
4. I must successfully complete all courses for which my Canada Student Financial Assistance Program funding was issued or my eligibility for student financial assistance in future years of part-time studies will be affected.
5. I will immediately notify the financial aid office of any increase in my or my spouse/common-law partner's, income and of any changes in my address, academic status (e.g., course load study period), marital status, or reduced number of dependants.
6. I consent to the exchange of information between StudentAid BC, the post-secondary institution 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. This consent takes effect when I sign this declaration.
7. I consent to the verification of my Social Insurance Number, name, date of birth and gender, with information contained in Employment and Social Development Canada Social Insurance Registry. This information will be disclosed to Employment and Social Development Canada for the purpose of confirming the accuracy of my identification in the context of this application for a Canada Student Loans and Grants for part-time studies. This consent takes effect when I sign this declaration.
8. 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 collection, use and disclosure of my personal information between the Ministry of Post-Secondary Education and Future Skills (or its agent) and the following agencies, financial institutions, Canadian Imperial Bank of Commerce, Royal Bank, Bank of Nova Scotia, post-secondary institutions, credit agencies, WorkSafe BC, Superintendent of Bankruptcy Canada, other financial aid offices, Land Title and Survey Authority of BC, BC Registry Services, BC Ministry of Social Development and Poverty Reduction/employment program for persons with disabilities (or a contracted agent of that Ministry), BC Ministry of Children and Family Development, BC Ministry of Attorney General, BC Ministry of Finance, BC Ministry of Education, National Student Loans Service Centre, Immigration, Refugees and Citizenship Canada, Roadsafte BC, Insurance Corporation of BC (and Service BC acting in the role of ICBC), BC Assessment Authority, Employment and Social Development Canada, Crown corporations, native bands, federal, provincial, municipal ministries/ departments/agencies. This consent takes effect when I sign this declaration.
9. I have not applied nor will I apply to or receive government funded student loans, grants or bursaries from another province or territory or government funded loans outside of Canada during the study period stated in this application.


Collection and use of information. The information included in this form and authorized above is collected under Sections 26c and 26e 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 and for statistical and evaluation purposes. If you have any questions about the collection and use of this information, contact the Director, StudentAid BC, Ministry of Post-Secondary Education and Future Skills, PO Box 9173, Stn Prov Govt, Victoria, BC V8W 9H7, call 1-800-561-1818 (toll-free in Canada/U.S.) or +1-778-309-4621 from outside North America.

Copies, faxes or scanned signatures cannot be accepted.

	(47) SIGNATURE OF STUDENT (IN INK) MUST BE SIGNED	PRINT NAME PRINT HERE	(47a) 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"/>
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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 Post-Secondary Education and Future Skills (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 relevant to, and used solely for the purposes of determining and verifying my eligibility for and entitlement to the following programs: B.C. Access Grant for Part-Time Studies, Canada Student Grant for Students with Disabilities, the B.C. Supplemental Bursary for Students with Disabilities, Canada Student Grant for Part-time Studies, Canada Student Loan for Part-time Students, and if eligible, Canada Student Grant for Part-time Students with Dependents under the *Canada Student Financial Assistance Act*. This information will not be disclosed to any other person or organization without my prior approval. 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.

	(48) SIGNATURE OF STUDENT (IN INK) MUST BE SIGNED	PRINT NAME PRINT HERE	(48a) 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"/>
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- Once you have signed #47 and #48 please complete Section 8 on Page 8.
- Your school must also complete Section 9 on Page 8.
- Your application will not be processed without the study information and both signatures.

STUDENT NAME:

Grid for last name

LAST

2024 P

Grid for year

Grid for first name

FIRST

SECTION 8 OF 9 – STUDY INFORMATION (STUDENT COMPLETES THIS SECTION)

Name of School and Campus (e.g., Camosun College Interurban)

Grid for school name

Program Name

Grid for program name

Table with columns: Course Name, Course Number, Start Date (YEAR - MONTH - DAY), End Date (YEAR - MONTH - DAY)

SECTION 9 OF 9 – MUST BE GIVEN TO YOUR SCHOOL TO COMPLETE

INCOMPLETE INFORMATION WILL DELAY THE APPLICATION FROM BEING PROCESSED.

(49) SCHOOL CODE

Grid for school code

If unknown, check designated schools search on www.StudentAidBC.ca

(50) DATE CLASSES START

Grid for date classes start (YEAR MONTH DAY)

(51) DATE CLASSES END

Grid for date classes end (YEAR MONTH DAY)

(52) PROGRAM CODE

Grid for program code

B.C. Public and Private School Officials: Enter eligible program code. Studying outside of B.C.? Leave program code blank.

(53) Level of study (Mark one box only)

- A CERTIFICATE, B ASSOCIATE DIPLOMA, C UNIVERSITY TRANSFER, D BACHELOR, E MASTER, F PHD, G PROFESSIONAL (Medical Doctor, Lawyer, etc.), H UNCLASSIFIED/QUALIFYING

(54) Field of study

- A ADMINISTRATION/BUSINESS, B AGRICULTURE & RELATED, C ARTS/SCIENCES, D DENTISTRY, E HEALTH SCIENCES, F MEDICINE, G LAW, H THEOLOGY, I TRADES, J COMMUNITY SERVICE/EDUCATION, K ENGINEERING/TECHNOLOGY

(55) Year of study (in the program, 1 - 4)

(56) Percentage of a full-time course load

(57) Are ALL the courses distance/correspondence?

EDUCATIONAL COSTS

(58) Tuition \$

(59) School Fees \$

(60) Books and Supplies \$

(61) FINANCIAL AID OFFICER - LAST NAME

Grid for financial aid officer last name

(62) FINANCIAL AID OFFICER - FIRST NAME (s)

Grid for financial aid officer first name

(63) AREA CODE TELEPHONE NUMBER

Grid for area code and telephone number

OFFICIAL SCHOOL STAMP OR SEAL

Required

Mail form to: StudentAid BC, PO Box 9173 Stn Prov Govt, Victoria BC V8W 9H7

(64) SIGNATURE OF SCHOOL FINANCIAL AID OFFICER (IN INK)

MUST BE SIGNED

(64a) DATE SIGNED

Grid for date signed (YEAR MONTH DAY)

Do not separate this page from the application.

Print Form