

Adult Basic Education Student Assistance Program (ABESAP)

Read this before completing the Application form.

Retain this information for reference.

You must successfully complete all courses funded under ABESAP Assistance to be eligible for further funding. Students who withdraw within the first two weeks of class will be required to repay the funds.

Program Description and Funding Limits:

- ◆ Program funded by the Ministry of Advanced Education.
- ◆ Eligibility is based on assessed unmet need determined by the Ministry of Advanced Education.
- ◆ Students who qualify are eligible (if applicable) for the following funding: tuition, fees, books, transportation and miscellaneous costs, unsubsidized child-care (up to a maximum of \$300 per term).
- ◆ Lifetime funding maximum is 156 weeks in total.
- ◆ A non-repayable grant to take specific non-credit, pre-requisite, pre-entry or upgrading courses (not post-secondary or credit courses).

The only BCIT courses eligible for ABESAP funding are:

- | | | |
|-------------|-------------|------------------------------|
| ◆ COMM 0003 | ◆ BHSC 0100 | ◆ PHYS 0304 |
| ◆ COMM 0004 | ◆ MATH 0001 | ◆ PHYS 0309 |
| ◆ COMM 0005 | ◆ MATH 0002 | ◆ Technology Entry (TE) |
| ◆ COMM 0008 | ◆ MATH 0004 | ◆ Trades Discovery General |
| ◆ COMM 0029 | ◆ MATH 0007 | ◆ Trades Discovery for Women |
| ◆ COMM 0030 | ◆ OPMT 0199 | |
| ◆ COMM 0071 | | |

NOTE: COMM 0015 English Competency Assessment Test is not eligible for funding.
COMM 0033 English Speaking and Listening Assessment is not eligible for funding.

Application deadline for applying:

Your application must be submitted no later than the first day of classes.

Instructions for applying for ABESAP funding:

1. You **must** have a BCIT ID to apply. To create your BCIT Student Number, go to <https://secure.bcit.ca/sis/apply/>.
2. If you are a permanent resident you must attach a photocopy (front and back) of your PR card or IMM1000.
3. Attach a paper copy of proof of registration in tuition exempt ESL tuition free courses (if applicable).
4. Students taking courses which are tuition free **must** register in the course prior to applying for funding.
5. Students taking **BHSC 0100, COMM 0008, Technology Entry (TE), Trades Discovery General or Trades Discovery for Women** are not required to register in the course prior to applying for ABESAP funding.
6. Mail a completed ABESAP application to:
 - BCIT - Student Financial Aid and Awards
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
 - Or bring to Student Financial Aid and Awards in building SW1-2132 at the Burnaby Campus
 - Or after hours drop-off in the blue drop-off box outside room SW1-2132 at the Burnaby Campus

Faxed or incomplete applications will not be processed.

Notification:

You will be notified via your myBCIT email address.

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STUDENT INFORMATION SHEET

ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM

The Adult Basic Education Student Assistance Program (ABESAP) provides needs-based grants to learners enrolled in Developmental Programs. These grants are intended to off-set the costs associated with tuition, fees, books, unsubsidized childcare and transportation for learners most in need of financial assistance. Please see "Eligibility" below to determine if this application should be used.

STUDENT ELIGIBILITY

To be considered for an Adult Basic Education Student Assistance Program Grant, a student must meet all of the following criteria:

- Be a Canadian citizen, permanent resident or protected person;
- Be a BC resident;
- Be enrolled in an approved Adult Basic Education, English as a Second Language, or Adult Special Education course or program. (Please note that there are a number of other courses that may be considered Developmental Programming. Please discuss your course enrolment with your institution's Student Financial Aid Office to determine whether this application applies to you.)
- Demonstrate financial need.

HOW DO I APPLY

- Students must complete Sections 1 to 3 AND Sections 5 and 6 of this application IN INK.
- Ensure that a spouse/common-law partner completes and signs necessary sections (if applicable).
- Students considered "dependent" applicants will be required to have parents complete and sign necessary sections (see instructions).

****Applications must be submitted to the Financial Aid Office at your school****

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INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Section 1: Personal Information

Q: 1, 3-11	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.
Q: 2	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.
Q: 13	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.
Q: 17	Identify as a resident of BC if you fall into one of the following categories: a.) You have established a 12-month permanent residence in BC prior to the start date of their studies; or, b.) You are permanent residents/landed immigrants, and have not lived in any one province for at least 12 continuous months but are living in BC at the time of application; or, c.) "Protected persons" (see section 1) who have a valid protected person's status document will be considered residents of British Columbia for the period of time outlined on their protected person's status document. This policy applies even if the student landed and temporarily resided in another province.
Q: 19	Indicate if you are a youth in continuing care/custody of the director or were on your 19th birthday.
Q: 15	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.
Q: 21	Indicate if you have applied for admission to your school for the semester you are requesting funding.
Q: 18	This information is required to determine where you are an "independent" applicant or a "dependent" applicant. If you are 22 or older you are deemed independent. If you are under the age of 22 and reside with your parent(s), you are considered a dependent and parent(s) will be required to provide financial information as well as family size information for this application. If you are under the age of 22 and you do not reside with your parent(s), you are considered an independent. If you are a single parent OR are married/in a common-law relationship OR have a "person with disabilities" (PWD) designation, then you are considered independent (irrespective of age or where you live). If you are considered a DEPENDENT applicant (question 12), you are required to identify family size based on the definition provided in the question.

Section 2A: Income and Assets: Please Note: Verification of gross income, savings, investments or assets indicated on this application may be requested by the financial aid office.

"Family Size": For "independent" applicants, family size is defined as the number of persons (including the student, spouse and dependants under the age of 19, or dependants over the age of 19 with special needs) within the student's immediate family but excluding parents, siblings, and other relatives. For students deemed "dependent" where the combined parental income is higher than the applicant's income, the family size is based on the student's immediate family INCLUDING parents and all dependants of the parent (i.e. other children under age of 19). For students deemed "dependent" applicants where the applicant's income is higher than the combined parental income, the student's income is used and applicant is considered a family of 1.

CHART A: Maximum Gross Family Income limits for ABESAP eligibility

Family Size	Income Level 2013 / 14
1	\$23,293
2	\$28,999
3	\$35,651
4	\$43,285
5	\$49,094
6	\$55,368
7 or more	\$61,644

Q: 22 & 23	Income is based on line 150 of your previous year's income tax return. If you did not file an income tax return in the previous year, you will be required to provide an estimate of your gross income. If you have a spouse/common-law partner, they are required to complete these questions. If you are a "dependent" applicant, your parent(s) will need to complete these questions.
Q: 24-27	Indicate if you (and your spouse if married or common-law, and parent(s) if you are a "dependent" applicant) have any savings. If yes, indicate how much. Indicate if you (and your spouse if married or common-law, and parent(s) if you are a "dependent" applicant) 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, and parent(s) if you are a "dependent" applicant) 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).

Section 2B: Exceptional Expenses

Q: 28 & 29	Indicate total amount of unsubsidized child care and transportation cost for your period of study.
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Section 3: Program Information

Q: 30 & 31	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.
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Section 5 & 6: Declaration and Canada Revenue Agency consent form Read the declaration carefully. If you do not understand it, ask for assistance at your financial aid office.

Sign and date the Declaration and Canada Customs and Revenue consent form in ink.

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SECTION 1: STUDENT INFORMATION

01 Legal Last Name

02 Social Insurance Number

 - -

03 Legal First Name and Middle Initial(s)

04 Student Number (mandatory field)

05 Mailing Address

All mail will be sent to this address

Apt/box/suite number

06 Area Code

 - -

07 City/Town

08 Province

10 Postal Code

09 Email Address

12 Gender

Male

Female

11 Date of Birth

Year

Month

Day

14 Marital Status

Status as of the first day of classes (mark one box only)

Single

Single Parent

Common-Law

Married

13 Citizenship Status (Mark one box only)

Canadian Citizen

Landed Immigrant / Permanent Resident

Protected Person / Convention Refugee

15 Applicant's Dependents – Number of dependants in your custody (excluding spouse):

Number of dependants

Age 0-7

8-12

13-18

or None

Country of Primary Citizenship:

16 Do you currently live in your parent's home?

Yes

No

17 Are you a resident of BC? (see instructions for definition)

Yes No

18 Are you a **DEPENDANT** or **INDEPENDENT** applicant?

Check **DEPENDANT** box if:

DEPENDANT

– You are single, **and**

– Under the age of 22, **and**

– Live with your parent(s)

19 Are you, or were you at the time of your 19th birthday, a youth

in continuing care of the director (ward of the court – the

government is / was your legal guardian?

Yes No

Check **INDEPENDENT** box if:

INDEPENDENT

– You are married, common-law, or a single parent, **or**

– You are 22 or older, **or**

– You live away from your parent(s)' home, **or**

– You have a PWD designation, "Person with Disabilities"

21 Have you applied for admission to your school for the

semester you are requesting funding?

Yes No

20 If you checked **DEPENDANT**, how many people in your family?

To determine family size include yourself, your parents, your brothers or

sisters if under age 19 and children over 19 if they have special needs

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SECTION 2A: INCOME AND ASSETS

(Please refer to instructions on page 7 for Maximum Gross Family Income limits for ABESAP eligibility)

Instructions: **IN ADDITION TO COMPLETING THE APPLICANT FIELDS OF SECTION 2A and 2B, if:**

- you identified as a **DEPENDANT** applicant in question number 12, **you must also** have parent(s) complete the necessary income/asset fields.
- you have a Spouse or Common-Law Partner, **you must also** have your spouse/common-law partner complete the necessary income and assets sections.

NOTE TO STUDENTS RECEIVING INCOME ASSISTANCE: It is the responsibility of the student to ensure that receiving ABESAP funding does not impact income assistance eligibility.

INCOME (INSIDE AND OUTSIDE OF CANADA)

	APPLICANT	PARENT(S)	SPOUSE/ COMMON-LAW PARTNER
22. Reported income from line 150 of your 2012 year Income Tax Return. Note: If you did not file a tax return in 2012, leave blank and proceed to question 23.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
Note: question 23 should be left blank if you answered question 22. 23. What was your gross income from the previous year? (include wages/earnings, income assistance, Employment Insurance benefits, Employment program for persons with disabilities income (EPPD), and any other source of taxable income (for example: child support))	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00

ASSETS (INSIDE AND OUTSIDE OF CANADA)

	APPLICANT	PARENT(S)	SPOUSE/ COMMON-LAW PARTNER
24. Amount of savings at the start of classes.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
25. Total net value of term deposits, GICs, stocks, bonds, mutual funds, etc.? (Do not include RRSPs.)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
26. Total net value of RRSPs.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
27. Net 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.</i>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00 \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
TOTAL: (ASSETS AND INCOME COMBINED)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00

SECTION 2B: EXCEPTIONAL EXPENSES Instructions: complete if applicable

28. Projected unsubsidized childcare costs you will incur during your study period.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
29. Projected Transportation costs you will incur during your study period.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00

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30 Name of School		31 Campus			
Course Type: 1. Adult Basic Education (ABE) 2. English as a Second Language (ESL) 3. Adult Special Education (ASE) 4. Developmental Other	Course Name and Number (indicate if the course is offered through distance delivery)	Previously received funding for this course	Course Start Date	Course End Date	Number of weeks

STUDENTS Proceed to Sections 5 and 6 (skip Section 4)

SECTION 4: FOR FINANCIAL AID OFFICE USE ONLY

Adult Basic Education Student Assistance Program Grant Recommendation

Direct Educational Cost	Amount
Tuition	\$
Fees	\$
Books	\$
Supplies	\$
Transportation	\$
Unsubsidized Daycare	\$
Total Award	\$

⇒⇒

Approved

Denied

IMPORTANT: All funded activity must be reported through the electronic reporting system

Financial Aid Officer Comments

COMPLETED BY (PRINT FAO NAME)	DATE
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SEE IMPORTANT DOCUMENT TO SIGN ON BACK PAGE

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Important Document – Read and Sign

SECTION 5: DECLARATION

- I. I understand that:
1. Answers that are not true, or that are misleading may be considered fraud. Fraud is against the law in Canada;
 2. It is against the law to make false or misleading statements on this application and any of the documents forming part of it;
 3. It is my responsibility to make sure that the information on this application and all the documents related to it is accurate;
 4. All information is subject to audit and verification;
 5. If I do not provide complete, accurate information, or if I obtain or attempt to access financial assistance by fraudulent means, I may not receive assistance under any of the programs outlined in this application now or in the future;
 6. If I receive funding and it is then discovered that my application or documents forming part of it are not accurate, I may be required to immediately repay all or part of the funds I receive (plus interest). I may be required to do this if the mistake was made by me, my spouse or common law partner, my school, or the federal government. I may also be required to repay any overpayment with interest due to a change in my academic status (e.g. course load, study period) or financial status (part-time earnings, cash gifts, etc.);
 7. If I receive funding under the program, the funding received may be taxable income; and
- 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 am a registered student at a designated public post-secondary school (my school) within the province of British Columbia;
 4. I will immediately notify my school, in writing, of any changes in my address, academic status (e.g. course load, study period), financial status (part-time earnings, cash gifts, etc.), marital status or in the financial status of my spouse or common law partner; and
 5. I give my school permission to disclose personal information (as appropriate) with The Ministry of Advanced Education regarding my academic standing, awards, living arrangements, and financial status.

Signature of Applicant (Must be signed in ink)	Print Name	Date Signed <table style="width: 100%; text-align: center; border: none;"> <tr> <td style="border: none;">Year</td> <td style="border: none;">Month</td> <td style="border: none;">Day</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Year	Month	Day			
Year	Month	Day						

SECTION 6: CANADA REVENUE AGENCY CONSENT (IMPORTANT DOCUMENT – READ, SIGN AND DATE)

COLLECTION AND USE OF INFORMATION

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 (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 Ministry application. The information will be used solely for the purpose of verifying information on my application forms and for the general administration and enforcement of Ministry 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.

Signature of Applicant (Must be signed in ink)	Print Name	Date Signed <table style="width: 100%; text-align: center; border: none;"> <tr> <td style="border: none;">Year</td> <td style="border: none;">Month</td> <td style="border: none;">Day</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Year	Month	Day			
Year	Month	Day						

Signature of spouse / common-law partner (if applicable)	Print Name	Date Signed <table style="width: 100%; text-align: center; border: none;"> <tr> <td style="border: none;">Year</td> <td style="border: none;">Month</td> <td style="border: none;">Day</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Year	Month	Day			
Year	Month	Day						

Signature of parent(s) (if applicable)	Print Name(s)	Date Signed <table style="width: 100%; text-align: center; border: none;"> <tr> <td style="border: none;">Year</td> <td style="border: none;">Month</td> <td style="border: none;">Day</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Year	Month	Day			
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