



SPECIFIC COURSE COMPLETION CONTRACT

Student Financial Aid and Awards

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2, Building SW1-2132

E finaid@bcit.ca T 604.432.8555

When complete, please email this form into finaid@bcit.ca or submit in-person to the Student Financial Aid and Awards office. There is a drop-box outside of the office for forms submitted outside of business hours.

This form is required for any student taking Flexible Learning courses who is applying for:

- StudentAid BC funding (full-time and part-time)
- Out-of-province funding

Your responsibilities:

- **Be fully accepted into an eligible BCIT program and have received program approval.** If you are not yet accepted into a program, please see the “Entrance Requirements” tab on the program page of your desired program for information on how to apply. The program you are declared in/accepted into must be recognized as eligible for funding by StudentAid BC. [See here for a list of eligible programs.](#)
- **Register in classes and determine your status (part-time or full-time) based on your enrolled credits and study period length using the below table.** Please note that only approved courses required for completion of your declared/accepted program can be included in your application for funding.
- **Submit your relevant funding application (full-time or part-time) online before submitting this form.**
- **Provide documentation of any modifications to your program matrix** (such as approved course substitutions) to show that your courses are a required part of your program.
- **Submit all required forms, documents, and applications before the deadline. The deadline to submit applications to StudentAid BC is 6 weeks before the latest end date of all classes for the term.** Please apply early and allow time for processing, as we cannot guarantee last-minute submissions will be processed in time.

DETERMINING YOUR COURSELOAD (FULL-TIME OR PART-TIME)			
NO. OF CALENDAR* WEEKS IN EACH TERM	PART-TIME FUNDING: CREDITS REQUIRED (20%-59% COURSE LOAD)	FULL-TIME FUNDING: CREDITS REQUIRED (60% COURSE LOAD)	FULL-TIME FUNDING FOR STUDENTS WITH APPROVED DISABILITY STATUS: CREDITS REQUIRED (40% COURSE LOAD)
6-11	3+ credits	Part-Time Funding Only	Part-Time Funding Only
12-15	3-11.5 credits	12+ credits	8+ credits
16-19	6-15.5 credits	16+ credits	11+ credits
20-25	7-19.5 credits	20+ credits	13+ credits
26-30	9-26.5 credits	26+ credits	17+ credits
31-38	11-30.5 credits	31+ credits	21+ credits
39-44	13-38.5 credits	39+ credits	26+ credits
45-52	15-44.5 credits	45+ credits	30+ credits

*To count your study weeks:

- Use the Weeks Calculator Excel Document. Please email us at finaid@bcit.ca to request a copy of this calculator.
- To determine your study period manually, use the earliest start date of all your classes and the latest end date. Within this study period, count every calendar week (Sunday-Saturday) that has at least one class.
- Do not rely on the BCIT website course information or external weeks calculators for calculating your weeks.



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Use this form for purposes of funding eligibility. Please see Page 1 for more information.

Last Name	SABC Application No.
First Name	BCIT Student No.
BCIT Program Name	
Have you received acceptance into this program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, see your program page "Entrance Requirements" tab for instructions on how to declare/apply.)	
Program Type/Year <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> Graduate Program <input type="checkbox"/> Degree: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th year	
Please check the circle that best describes your courses this term <input type="checkbox"/> Attending all classes on a BCIT campus <input type="checkbox"/> Blended (Combination of on-campus & online) <input type="checkbox"/> Online only	

I agree to complete **all** course requirements in the following courses:

CRN #	Subject Course #	Credits	Start Date			End Date			Tuition Fees	Mandatory Book Costs*	Course Part of Current Program?
			Month	Day	Year	Month	Day	Year			

***Please provide accurate and complete information on the costs for books required for each course. You can check course book costs through the BCIT Bookstore. If there are no required books for a course, please put "0".**

Earliest start date of all classes:	Latest end date of all classes:	
Total number of credits:	Total number of calendar weeks:	Enrolment Type: <input type="checkbox"/> Full Time: <input type="checkbox"/> Part Time

In addition, I agree to the following terms and conditions:

- I have read the information provided on this form and understand my responsibilities as outlined on Page 1 of this document.
- I agree to immediately notify BCIT Student Financial Aid and Awards of any changes to my course load, including withdrawal, or changes to dates and/or credits.
- I am aware that I am required to complete all courses within the funding study period outlined above, and I agree to do so in order to qualify for funding, regardless of whether or not the academic term ordinarily allows for a longer (or shorter) course completion time or an academic extension is granted.
- I understand that as a student receiving funding, I have responsibilities regarding the successful completion of my courses, minimum enrolment requirements. I understand that any changes made to my course load may impact my eligibility for funding.

I hereby declare that the information provided is correct and complete. Completion of this signed contract authorizes BCIT to confirm information necessary to support my application for funding. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented.

Student Signature	Date
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