



# SPECIFIC COURSE COMPLETION CONTRACT

## Student Financial Aid and Awards

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

E: [finaid@bcit.ca](mailto:finaid@bcit.ca) T: 604.432.8555 F: 604.454.0941

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Sign and date form, 7) Submit to BCIT by email, fax or drop-off in person. **NOTE:** Please be advised that all applications **MUST BE RECEIVED BY SABC 6 WEEKS BEFORE THE LAST DAY OF YOUR STUDY PERIOD.**

This form is required for students taking a full-time course load comprised of part-time studies courses, who wish to apply for student assistance or interest-free status for student loans.

Responsibilities of the applicant:

- Submit this fully completed form to BCIT Student Financial Aid and Awards. Please be advised that the deadline to submit your student loan application to StudentAid BC is 6 weeks before the last day of your study period. \*PLEASE APPLY EARLY IF YOUR STUDY PERIOD IS ONLY A TOTAL 6 WEEKS LONG.\*
- Be accepted into an eligible BCIT program and have received program approval. To submit an online program declaration request go to your myBCIT account at [my.bcit.ca/cp/home/displaylogin](http://my.bcit.ca/cp/home/displaylogin)
  - Click on Student Self Service and at the top of page choose the Admission tab.
  - Under the Declare section click on Declare a part-time studies program and follow the prompts to submit application.
- Chosen program of study must be recognized as eligible for financial assistance by StudentAidBC.
- Only approved courses required for completion of your credential can be included in your application for assistance.
- Your study period must be a minimum of 6 continual weeks in length (from the calendar week in which the first class begins to the calendar week during which final exams occur).
- Course load must be minimum required for full-time StudentAidBC eligibility as set out in the following table:

To check current course availability, and course details, consult the BCIT Part-time studies flyer, on-line at [bcit.ca](http://bcit.ca) or call Student Information and Enrolment Services at 604.434.1610.

Check for required textbooks for all your courses conveniently on-line at [bcit.ca/bookstore](http://bcit.ca/bookstore).

NUMBER OF ACTUAL WEEKS IN EACH TERM	MINIMUM CREDITS REQUIRED (60% Course Load)	MINIMUM CREDITS REQUIRED FOR STUDENTS APPROVED FOR PERMANENT DISABILITY STATUS (40% Course Load)
6 – 7	6 credits	3 credits
8 – 11	8 credits	6 credits
12 – 15	12 credits	8 credits
16 – 19	16 credits	11 credits
20 – 25	20 credits	13 credits
26 – 30	26 credits	17 credits
31 – 38	31 credits	21 credits
39 – 44	39 credits	26 credits
45 – 52	45 credits	30 credits



# SPECIFIC COURSE COMPLETION CONTRACT

## Student Financial Aid and Awards

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

E: finaid@bcit.ca T: 604.432.8555 F: 604.454.0941

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Sign and date form, 7) Submit to BCIT by email, fax or drop-off in person. **NOTE:** Please be advised that all applications **MUST BE RECEIVED BY SABC 6 WEEKS BEFORE THE LAST DAY OF YOUR STUDY PERIOD.**

Use this form for purposes of student assistance eligibility. Please see reverse for instructions.

Last Name		SABC Application No.	
First Name & Initial		BCIT Student No.	Social Insurance No.
BCIT Program Name			
Have you received acceptance into this program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, see reverse side for instructions on how to apply.)			
Program Type/Year <input type="checkbox"/> Certificate      Diploma: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> Advanced Diploma    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"/> Combination of on-campus & Distance Education <input type="checkbox"/> Distance Education (correspondence/on-line)			

I, (student name) \_\_\_\_\_ agree to complete **all** course requirements in the following courses:

CRN #	Course Title	Subject Course #	Credits	Start Date			End Date			Tuition Fees	Mandatory Book Costs
				Month	Day	Year	Month	Day	Year		

between the study period of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_

Month                      Day                      Year                      Month                      Day                      Year

Total number of credits                       Total number of calendar weeks

- In addition, I agree to the following terms and conditions:**
- I agree to immediately notify 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 student assistance as a full-time student, regardless of whether or not the academic term ordinarily allows for a longer course completion time.
  - I understand that all courses must be part of a BCIT program that meets StudentAidBC eligibility requirements.
  - I understand that if I do not attend and/or complete any or all of the above courses in the time frame outlined above, or if I re-register in a course in order to obtain an extension, I will be considered withdrawn from full-time studies

**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 student aid. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented.**

Student Signature	Date
-------------------	------