

NEW FULL-TIME STUDENT LOAN APPLICANTS

NEW APPLICANTS = APPLICANTS WHO HAVE NEVER RECEIVED FULL-TIME FUNDING FROM STUDENTAID BC OR DO NOT HAVE A VALID SIGNED MASTER STUDENT FINANCIAL ASSISTANCE AGREEMENT

CREATE A STUDENTAID BC ACCOUNT

Register online for a StudentAid BC (SABC) dashboard account at www.studentaidbc.ca

- Click on Login/Register to start your account set up & application process

VERIFY IDENTITY

Verify your identity at a Service BC location to gain access to the StudentAid BC Application for full-time studies

- When you login for the first time, click on “Apply for a student loan.”
- You will receive instructions on how to have your identity verified either: a) in-person at a Service BC location or b) online using Mobile Video Chat.

19+ YEARS OF AGE:

1. Activate your BC Services Card Account at a Service BC Location
 - Use either your BC Services Card or BC Driver’s License & Services Combo Card plus one other piece of ID
 - See Service BC Locations handout for address and hours of service, or visit Service BC website: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-service/servicebc>
 - You can then login to your SABC Dashboard using your BC Services Card

<19 YEARS OF AGE:

1. Visit a Service BC Office to complete the identity attestation process and bring the following:
 - Two pieces of original identification documents (one must be government issued photo ID)
 - Printed copy of the **Attestation of Identity Verification Form** that was uploaded to your SABC Dashboard
2. Provide evidence of your completed Attestation of Identity by uploading the following to your SABC Dashboard:
 - Completed, signed, and stamped Attestation of Identity Verification Form
 - Copy of the front and back of each piece of ID (one must be government issued photo ID)

SUBMIT APPLICATION FOR FULL-TIME STUDENT LOAN

After you have verified your identity at a Service BC location, you can now login to your SABC account using your BC Services Card and USB Card Reader or Mobile App:

- If you used an Attestation of Identity Verification Form you will receive an email to confirm that it has been processed before you can access the application
- Complete and submit the full-time student loan application on your SABC Dashboard
- Sign and mail in necessary Declaration forms uploaded to your SABC Dashboard

COMPLETE AND SUBMIT MASTER STUDENT FINANCIAL ASSISTANCE AGREEMENT (e-MSFAA)

1. Check your SABC dashboard for your Notification of Assessment (NOA)
 - Your Notification of Assessment will appear once your funding decision has been made
2. Check for “Welcome Email” from the National Student Loans Service Centre (NSLSC) within 2-3 business days of receiving your NOA
 - Please call NSLSC at 1-888-815-4514 if you do not receive this “Welcome Email”
3. Follow the instructions in the email and create a secure NSLSC account using your 10 digit e-MSFAA number found on your NOA
4. Submit electronic MSFAA (e-MSFAA) by uploading it to your NSLSC account

CONFIRMATION OF ENROLMENT

Approximately 2 weeks before the start date of classes, Douglas College will confirm enrolment electronically for all students who are registered in an eligible program, with full time credits, for the entire study period for which they have been awarded funding.

1. Enrolment must be confirmed before funding is released
2. Students must meet the following criteria before enrolment will be confirmed:
 - You must have an **approved fee deferral on your account**, or have paid your owing tuition in full (See the Douglas College website for more information on fee deferrals)
 - You must be registered in a **minimum of 9 new academic credits** (upgrading courses and repeat courses do not count towards these credits)
3. If your enrolment has not been confirmed and you have met the above criteria, please contact the Financial Aid Office

RECEIVE YOUR FUNDING

After your e-MSFAA has been processed, and your enrolment has been confirmed, your funds will be released from NSLSC. The deposit usually occurs within 7 business days of confirmation of enrolment.

1. **If you have a fee deferral** –the amount of tuition you owe at the time enrolment is confirmed, will be sent to the school and the remainder will be deposited in your bank account
2. **If you have paid your tuition already** – your funding will be sent directly to the bank account you indicated on your signed agreement

Please Note: Total processing time for a full-time student loan/grant application can be 4-6 weeks

MAINTAIN YOUR FUNDING

- Repayment begins 6 months after you finish studying at a full-time course load - you will receive a **consolidation notice** to outline your payment details approximately 45 days before the first payment is due
- **Please note:** Until November 1, 2019, interest will begin to accrue on the Canada Student Loan portion of your loan as soon as your study period has ended. Effective November 1, 2019, interest will only begin to accrue on the Canada Student Loan portion of your loan once you enter repayment (after your 6 month grace period).
- Apply for **Interest Free Status** if you are still studying full-time but NOT applying for another loan – apply online through your National Student Loans Service Centre account (canlearn.ca)
- Part-time students are not eligible for full-time interest free status
- **The Repayment Assistance Plan** is available to assist students struggling with repayment – apply on your NSLSC account (canlearn.ca)

USEFUL CONTACT INFORMATION

StudentAid BC (SABC): 1-800-561-1818 (www.studentaidbc.ca)

National Student Loans Service Centre (NSLSC): 1-888-815-4514 (www.canlearn.ca)

Service BC General Line: 604-660-2421 (For locations, hours of service, and acceptable ID)

Douglas College Financial Aid Office: 604-527-5487 (www.douglascollege.ca) financialaid@douglascollege.ca