Make sure to use the correct year's AUG

		Application Form. The year refreshes every April.
BRITISH COLUMBIA  COLUMBIA  Ministry of Post-Secondary Education and Future Skills  Adult Upgrading G  Application	Page 3 of 8	
(01) Legal LAST NAME  (02) Legal FIRST NAME and MIDDLE Initial(s)  (03) MAILING ADDRESS – IMPORTANT: All mail will be sent to this address Aptibox/suite number  (04) Use this line for any part of your address not indicated above  (05) CITY/TOWN  (07) POSTAL CODE	(10) SOCIAL INSURANCE NUMBER  (11) DATE OF BIRTH (YYYY-MM-DD) YEAR MONTH DAY  (12) STUDENT NUMBER  (13) Marital Status on the first day of classes  Single  Married  Common Law (see definition, page 2)	<ul> <li>Question 01 to 14 - Mandatory</li> <li>Information must match Douglas College's records. To update your information with Douglas College, go to myAccount &gt;&gt; Personal Information Tab</li> <li>Images of PR Card or Landing Documents are needed from those with Landed Immigrant, Permanent Resident and Protected Person/Convention Refugee status</li> </ul>
(06) PROVINCE	Divorced/Separated/Widowed	
(08) AREA CODE TELEPHONE NUMBER	(14) Citizenship Status (see instructions, page 2):  Canadian Citizen	
(9) E-MAIL ADDRESS - Notifications MAY be sent to this address	Landed immigrant/permanent resident  Protected Person/Convention refugee	Question 15 and 16 - Optional
(15) Do you identify yourself as an Indigenous person, that is, First Nations, Métis or In	nuit? (Optional, see page 2) YES NO	<ul> <li>Answer only if applicable</li> </ul>
(16) If you identify yourself as an Indigenous person, are you: (Optional)	First Nations Métis Inuit	

(17) Are you a B.C. resident? (To answer this question, see page 2 for a definition of "B.C. resident.")	YES NO
(18) Do you have a Persons with Disabilities (PWD) designation? (See page 2 for more information.)	YES NO
(19) Do you receive the BC Bus Pass/Compass Card from the Ministry of Social Development and Poverty Reduction?	YES NO

#### **Question 17 – Mandatory**

 This question checks for your eligibility to qualify for AUG. Only B.C. residents are eligible

#### **Question 18 - Mandatory**

- This question checks if you are an independent or dependent applicant
- If answered "Yes", must provide PWD designation letter or screenshot of Statement of (Disability) Benefits

#### **Question 19 – Mandatory**

- This question checks if AUG should cover your U-Pass charge, if you are eligible for one
- Answer "Yes" only if you are using a red coloured bus pass (image below) to travel on public transport



 If you are using the red coloured bus pass, use the U-Pass Exemption Form to opt-out of the U-Pass program. Link to this form will be provided in the AUG approval email

2					
(22) Are you an INDEPENDENT applicant? Select "YES" if ANY of the following criteria applies to you:  • You are age 22 or over  • You do not reside with your parent/legal guardian(s) (see definition of "legal guardian," page 2)  • You are married, common-law, divorced, separated, or widowed, as indicated in Question 13  • You are a parent or have one or more dependents (see definition of "dependents," page 2)  • You have a PWD designation, as indicated in Question 18					
(23) Who are the members of your family, including yourself? Please list names and dates of birth (DOB).					
D)					
D)					
D) D)					
D)					
D)					
<ul> <li>You are age 22 or over</li> <li>You do not reside with your parent/legal guardian(s) (see definition of "legal guardian," page 2)</li> <li>You are married, common-law, divorced, separated, or widowed, as indicated in Question 13</li> <li>You are a parent or have one or more dependents (see definition of "dependents," page 2)</li> </ul>					

#### **Question 20 – Mandatory**

- This question checks if you have other sources of funding in the same study period
- Answer "Yes" only if you are also applying for the Student Aid BC Full-time Student Loan in the same study period

#### **Question 21 – Mandatory**

- Students in Vocational Education and Skills Training Programs (i.e. CAEP, CSCT, FRST, LIST) should answer "No"
- Answer "Yes" only if you are enrolled in a post-secondary level program

#### **Question 22 - Mandatory**

• Answer "Yes" if any one of the 5 bullet points applies to you

### Question 23A or 23B - Mandatory

 Depending on your answer to Question 22, answer the appropriate section (i.e. either 23A or 23B)

#### INSTRUCTIONS FOR ANSWERING QUESTION 24 OR 25

- If you answered "YES" to Question 22, you are an INDEPENDENT applicant. When answering Question 24 or 25, please enter:
  - o Your income information, and
  - o Your spouse or common law partner's income information (if you have one).
- . If you answered "NO" to Question 22, you are a DEPENDENT applicant. When answering Question 24 or 25, please enter:
  - o Your income information, and
  - Your parent/guardian(s)' income information.

	APPLICANT	PARENT OR LEGAL GUARDIAN(S)	SPOUSE OR COMMON-LAW PARTNER
(24) If you did not file 2022 taxes and/or cannot submit copies of your Notice of Assessment (NOA), leave this blank and go to Question 25.  Enter the amount of income from line 15000 of your 2022 NOA/Tax Return. (If the amount is above the limits shown on Page 1 and you received the AUG during 2022, please see the Financial Aid Office to confirm your eligibility.)  IMPORTANT: As explained on Page 1 ("How Do I Apply?), when you submit your application, you must attach copies of Notice of Assessments (NOAs) for any income amounts you enter here.	\$00	Parent 1 \$00 Parent 2 \$00	.00.
(25) If you answered Question 24, leave this blank.  Enter your total income for 2022. You must include all income from INSIDE and OUTSIDE of Canada, including:  • Wages/earnings  • Income Assistance, Employment Insurance, and any other source of taxable income  • Income from investments, rental property, businesses, and monetary gifts INSIDE and OUTSIDE Canada  IMPORTANT: If you did not file 2022 taxes and/or cannot submit copies of your Notice of Assessment (NOA), you must submit a statement to explain why, as explained on Page 1 ("How Do I Apply?"). You may be asked to submit proof of the amounts you enter here. Your application may be declined if you cannot demonstrate financial need.	\$00	Parent 1 \$00 Parent 2 \$00	\$00

# Question 24 and 25 – Mandatory. Answer 1 out of the 2 questions

- If you/your spouse/common-law partner (if an independent student) or you/your parents/guardian (if a dependent student) filed taxes with Canada Revenue Agency (CRA), answer Question 24
  - Where an amount is indicated, the person must provide the latest CRA's Notice of Assessment (NOA) showing total income (Line 15000)
- If you/your spouse/common-law partner/parents/guardian did not file taxes with CRA, answer Question 25
  - The person(s) must submit a statement to explain why taxes were not filed

(26) Enter the total daycare costs you need for your class(es) during the study period. You must access <u>B.C.'s</u> <u>Affordable Child Care Benefit</u> prior to requesting childcare support from the AUG (see page 2).		00
(27) Enter the amount of transportation costs you need to get to your class during the study period.	\$	00
(28) Enter the total amount of technology costs needed to complete coursework during the study period (up to \$500/yr).	\$	00
You may be required to provide documentation to support these estimated amounts.		

#### Question 26 - Optional

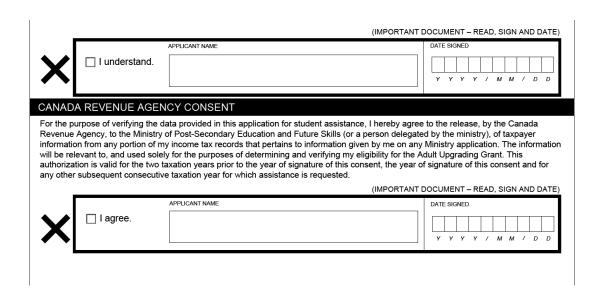
- Applicable to students with child(ren) attending daycare
- Enter amount of daycare costs you will be paying for the study period while you are attending class(es)
- Where an amount is indicated, you must provide daycare receipts and BC's Affordable Child Care Benefit statement showing amount of subsidy

#### **Question 27 – Optional**

- Applicable to students taking in-person classes but are neither eligible for U-Pass nor ministry issued red bus pass
- Enter amount of transportation costs needed for the study period to travel back and forth for classes (using the TransLink Fare Pricing Chart)

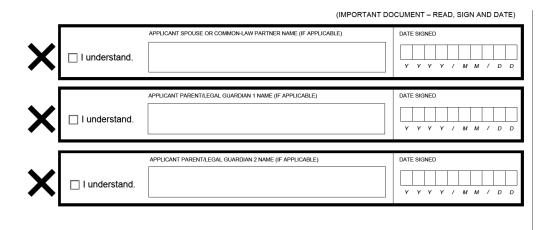
#### **Question 28 - Optional**

- Applicable to students who need to purchase technology equipment or services such as internet, headphones, calculator, computer, etc
- Enter amount of technology costs you will incur for the study period
- If applying, must provide:
  - Letter to explain how the funds will be used and how it is relevant to your course/program, and
  - Invoices or receipts for items that had already been purchased or subscribed to or screenshot of equipment that you are planning to purchase showing its retail price



#### Section 4, Page 5 - Mandatory

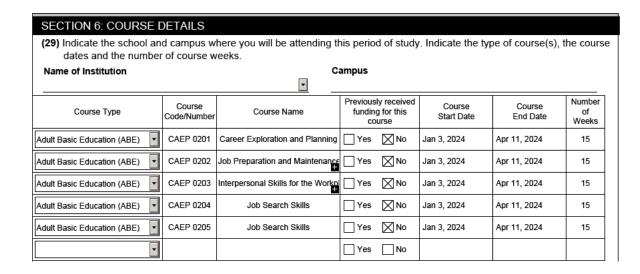
- Student must read the terms listed on this page
- Check off "I understand" and "I agree" boxes in the 2 sections
- Write your name and date in both sections



		(IMPORTANT I	DOCUMENT – READ, SIGN AND DATE
×	☐ I agree.	APPLICANT SPOUSE OR COMMON-LAW PARTNER NAME (IF APPLICABLE)	DATE SIGNED  Y Y Y Y / M M / D D
X	☐ I agree.	APPLICANT PARENT/LEGAL GUARDIAN 1 NAME (IF APPLICABLE)	DATE SIGNED  Y Y Y Y / M M / D D
X	☐ I agree.	APPLICANT PARENT/LEGAL GUARDIAN 2 NAME (IF APPLICABLE)	DATE SIGNED  Y Y Y Y / M M / D D

#### Section 5, Page 6 and 7 – Where applicable

- These 2 pages are for student's spouse/common-law partner or Parent/Legal Guardian, where applicable
- They must read the terms listed on these pages
- Check off "I understand" and "I agree" boxes in the 2 sections
- They must write their name and date in both sections



#### Section 6, Page 8 - Mandatory

- Name of Institution -Douglas College
- Campus Location where courses are taking place. Write either New Westminster, Coquitlam, Online, or Hybrid
- Table asking for Course Information You can work with the faculty member to fill out this section. An example on how to populate the course information is in the screenshot on the left

### **Submission of AUG Application**

Email: Combine the complete AUG Application Form with all the required supporting documents into <u>One PDF File</u> and email it to <u>studentsuccess@douglascollege.ca</u> with the subject heading: [Your Name] [Student #] AUG Application Submission E.g. Mary Jane 300123456 AUG Application Submission

**In Person:** Bring the complete set of the hardcopy AUG Application Form with all the required supporting documents to Enrolment Services at either the New Westminster campus (S2700) or the Coquitlam campus (A1450).

### What to Expect After Submission of AUG Application

Douglas College will review your AUG application package for completeness and for eligibility. Once a decision is made, you will hear from us on the outcome and next action to take via an email. A decision can be made sooner for applications that come complete and with all the supporting documents.

### **Contact**

The faculty member working with you and/or your family/guardian will be your first point of contact.