

## Mirage Spa Education Inc. STUDENT AID BC FUNDING HANDBOOK

Welcome to Mirage Spa Education Inc. This is your first step in understanding the requirements, obligations, and policies before applying to Student Aid BC. Please read through this handbook carefully before beginning your application process online.

This handbook contains the following:

1. Eligibility Requirements
2. Contract – Legal Obligations
3. Application Deadlines
4. Student ID and passwords
5. Release of Funds
6. Financial Need Assessment Process Policy
7. Attendance Requirements
8. Complete and submit your application.
9. Supporting Documentation
10. Verification
11. Notice of Assessment (NOA)
12. Master Student Financial Assistance Agreement (MSFAA)
13. Refund and Withdrawal Policies
14. Budget - Attached
15. Student Responsibility Form – Attached
16. Student Essay – Attached

### 1. ELIGIBILITY REQUIREMENTS

Basic Student Eligibility Criteria

You must be eligible for Canada Student Loan Program funding to be eligible for Student Aid BC (SABC) funding.

1. Be a Canadian citizen or a permanent resident.
2. Have a valid Canadian Social Insurance Number (SIN).
3. Be a resident of British Columbia (B.C.).
4. Graduation from Grade 12 or equivalent / or
5. Be 19 years of age before the start of the course.
6. Agree to a credit check on all first - time applicants who are 22 years of age and older.
7. Maintain full-time student status for the entire study period.  
100 percent course load = 35 instructional hours per week

### 2. CONTRACTUAL RELATIONSHIP

The MSFAA, Master Student Financial Assistance Agreement is a **Legally Binding Contract**. You must complete an application and consent to a **StudentAid BC Declaration** and **Canada Revenue Agency income verification** when applying for student financial assistance. The application and declaration are considered part of the contract for both the loan and grant portion of student financial assistance.

The student loan application will not be processed until such a time as consent has been received and processed by Student Aid BC.

### 3. APPLICATION DEADLINES

The final deadline for complete applications (including appeals, reassessments, and transfers) to be received at Student Aid BC is six weeks *before the study period end date (FINAL DEADLINE)*.

In most cases, students who submit their completed and accurate application at least six weeks *before* classes begin will receive an assessment before the start of classes.

Applications received *before the FINAL DEADLINE* for the study period will be assessed for full program allowances. Applications received *after* the deadline will **not be processed** and are **not eligible** for student financial assistance, unless approved on appeal.

### 4. STUDENT IDENTIFICATION AND PASSWORDS

You must not share your Student Aid BC user ID, password, or BC Services Card passcode with anyone, including your parents, spouse, financial assistance officers or other post-secondary institution officials.

### 5. RELEASE OF FUNDS

Student loan or grant funding will only be released when:

- An active Master Student Financial Assistance Agreement (MSFAA) has been processed; and
- Confirmation of the student's enrolment has been received from the post-secondary institution for each disbursement of funds

### 6. FINANCIAL NEED ASSESSMENT PROCESS POLICY

Student Aid BC assesses your financial need based on information provided through a student's StudentAid BC application. The assessment of need process evaluates your allowable costs and yours and/or family's available resources to determine the student's assessed financial need.

Some financial information provided in the application may be verified against the applicant's *Income Tax Return Notice of Assessment*.

Applicants are considered for student financial assistance through both federal and provincial loan and grant programs. Each student's application is subject to both a federal financial need assessment calculation based on Canada Student Loans Program policy, and a provincial need assessment calculation based on StudentAid BC policy. As a result, each StudentAid BC application will result in both a federal assessed need and a provincial assessed need.

In addition, applicants are encouraged to keep records of all household expenses as documentation should these records be requested.

## 7. ATTENDANCE REQUIREMENTS

Your continued eligibility for student financial assistance depends on maintaining regular attendance and participation in your studies.

## 8. COMPLETE AND SUBMIT AN APPLICATION

You are responsible for completing and submitting the SABC application.

- You understand that by submitting the application, you are assuming full responsibility and accountability for the information in it.
- You are aware of the terms and conditions for receiving student assistance detailed in the *Declaration section of the SABC application*.
- **You understand that you are legally required to repay your loans and that your student loan will become a part of your financial history and may affect your future financial credit rating. More about loan repayments here:**

<https://studentaidbc.ca/repay/understand-loan-repaymen>

- You know of your responsibility to keep SABC and Mirage Spa Education Inc. informed of any changes to your initial application information, including changes of address, email, or telephone number.

## 9. SUPPORTING DOCUMENTATION

Additional information may be required from third parties for your application to be processed. This information is outlined below. Your application will not be processed until this information is completed by the third party and submitted.

- Institution and Program information – it is your and the institution's responsibility to provide this information.
- Parent/Stepparent/Sponsor/Legal Guardian Information – a dependent student is required to have their parent/s complete an Appendix 1 - Parent/Stepparent/Sponsor/Legal Guardian Information form. It is the student's responsibility to provide this information.
- Spouse/Common Law/Partner Information – students with a partner are required to have their partner complete and submit an Appendix 2 - Spouse/Common Law/Partner Information form. It is the student's responsibility to provide this information.
- Protected person status • Permanent resident

## 10. VERIFICATION

SABC (StudentAid BC) is a needs-based program. To identify and prevent abuse, all student assistance files are subject to review by SABC Verification Officers. Serious concerns may be referred to the RCMP. A formal RCMP investigation could result in charges under the Criminal Code of Canada.

Students whose applications have been identified for verification by SABC will be requested to provide documentation to verify information that the student, their spouse, or parents submitted on any SABC application or appendices. You are advised to keep all receipts and supporting documentation which may be needed for verification purposes, such as tenancy agreement/cancelled rent cheques, child support or alimony payment receipts, income statements, bank statements, etc.

*Processing of applications and disbursement of funds can be delayed until verifications are completed.* To avoid delays in their funding, students should promptly reply to verification requests. Students must reply to the verification request directly. Institution officials are only involved in student verification issues if information is required from the institution.

### **Income Verification**

Income reported on your application and appendices are verified with the Canada Revenue Agency (CRA). Income reported on the application and appendices that cannot be verified through the CRA is flagged for verification. Students who appeal to use their current years income in their application are also flagged for verification.

### **Residency Verification**

We advise that you not to apply for Student Financial Aid from more than one province. Students who apply to more than one province will have their application stopped while their residency is determined.

## **11. NOTIFICATION OF ASSESSMENT (NOA)**

Once SABC has processed your application for financial assistance, you will receive an NOA. The NOA letter describes:

- The type of funding you are eligible to receive (loan and/or grant)
- The amount of funding you have been approved for.
- When you will receive the funding; and,
- Where the funding will be sent.

## **12. MASTER STUDENT FINANCIAL ASSISTANCE AGREEMENT (MSFAA)**

The NOA also includes a **ten-digit MSFAA number**. You will then complete the MSFAA. After you receive your NOA, you will receive an email from the National Student Loan Service Centre (NSLSC) with a link to create a NSLSC account online. You will verify your identity with NSLSC online and submit your MSFAA electronically from your NSLSC account.

The MSFAA is a formal legal contract between the student and the provincial and federal governments.

### 13. REFUND AND WITHDRAWL POLICIES

Circumstance	Tuition Refund Entitlement
Institution receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
No later than seven days after student and institution signed the enrolment contract, and Before the program start date	100% tuition refund
Between the date the contract was signed and the start date of the program, where that period is less than seven days.	100% tuition refund
More than seven days after the student and institution signed the enrolment contract, and at least 30 days before the program start date.	Institution may retain up to 10% of tuition, to a maximum of \$1000
More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the program start date.	Institution may retain up to 20% of tuition, to a maximum of \$1300
After the contract start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 30% of tuition
After the contract start date, and after more than 10% but before 30% of instruction hours have been provided.	Institution may retain up to 50% of tuition
Institution delivers a notice of dismissal to a student:	
Up to and including 10% of instruction hours have been provided.	Institution may retain up to 30% of tuition
More than 10% but less than 30% of the instruction hours have been provided.	Institution may retain up to 50% of tuition
Student withdraws or is dismissed from a distance-education-only program:	
When the student has received an evaluation for completing up to 30% of the program.	Institution may retain up to 30% of tuition
When the student has received an evaluation for completing 30% to 50% of the program.	Institution may retain up to 50% of tuition
Student does not attend - no-show:	
A student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition

#### 14. BUDGET – [See attached worksheet](#)

Plan well in advance of the prospective start date to ensure that adequate finances and arrangements for daycare, etc. are in place.

Financial difficulties can put you at risk of withdrawal and student loan default. As a needs-based program, SABC does not cover all costs associated with a student's studies. Pre-enrolment financial counselling assesses a prospective student's financial preparedness for full-time studies.

The attached *budget sheet* will help to determine your financial responsibilities while you are attending our full-time courses.

More about determining financial need here:

<https://studentaidbc.ca/apply/eligibility#financial>

When you are ready and to gather more information please visit <https://studentaidbc.ca/>



### 15. SABC STUDENT RESPONSIBILITY FORM

By signing below, you have read and understand your responsibilities as a recipient of student aid as described in the Mirage Spa Education Inc. STUDENT AID BC HANDBOOK and online at <https://studentaidbc.ca/> and you have completed and submitted the additional attachments.

- ELIGIBILITY REQUIREMENTS
- CONTRACT – LEGAL OBLIGATIONS
- APPLICATION DEADLINES
- STUDENT ID and PASSWORDS
- RESEASE OF FUNDS
- PROGRAM RELATED COSTS
- FINANCIAL NEED ASSESSMENT PROCESS POLICY
- REFUND and WITHDRAWAL POLICY
- ATTENDANCE REQUIREMENTS
- COMPLETE and SUBMIT YOUR APPLICATION
- SUPPORTING DOCUMENTATION
- VERIFICATION
- NOTICE OF ASSESSMENT
- MASTER STUDENT FINANCIAL ASSISTANCE AGREEMENT

You have completed and submitted the following attachments to your enrollment officer by email to [education@miragespaeducation.ca](mailto:education@miragespaeducation.ca)

- STUDENT ESSAY
- BUDGET
- This SABC STUDETN RESPONSIBILITY FORM

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Student

**Rita Mackenzie**

Print Name & Title of Enrollment Officer

\_\_\_\_\_  
Signature of Enrollment Officer







# BUDGET WORKSHEET

STUDY PERIOD COSTS			STUDY PERIOD INCOME		
MONTHLY COSTS	STUDENT	SPOUSE/ COMMON LAW PARTNER	MONTHLY INCOME	STUDENT	SPOUSE/ COMMON LAW PARTNER
		Rent/ Mortgage			
Food			Money (from parents)		
Utilities			Child Care Subsidy		
Transportation (Bus/Gas)			Child/ Spousal Support		
Medical & Dental			Canada Employment & Immigration		
Credit Card Payments			Worksafe BC		
Daycare Cost (including child care subsidy)			Sponsored Tuition/ Books		
Loan Payments			Income Assistance (welfare)		
Misc. Expenses			Native Band Allowance		
Other			Pension Income (CPP, child benefits)		
			B.C. Family Bonus		
			Other		
<b>TOTAL MONTHLY COST</b>	\$ _____	\$ _____	<b>TOTAL MONTHLY INCOME</b>	\$ _____	\$ _____
MULTIPLY BY STUDY MONTHS X	\$ _____	\$ _____	MULTIPLY BY STUDY MONTHS	\$ _____	\$ _____
<b>TOTAL COSTS FOR DURATION OF COURSE</b>	<b>a.\$ _____</b>	<b>a.\$ _____</b>	<b>TOTAL INCOME FOR DURATION OF COURSE</b>	<b>a.\$ _____</b>	<b>a.\$ _____</b>
<i>*Study months = The number of months between your course start and end dates</i>					
ONE TIME COSTS	STUDENT	SPOUSE OF APPLICANT	ONE TIME INCOME	STUDENT	SPOUSE OF APPLICANT
Tuition & Fees			Bank balances at start of course		
Books			Sale of assets		
Supplies			Bursaries (Institution/ Private)		
Insurance (car, house, renters)			Scholarships		
Property Taxes			Other		
Other					
<b>TOTAL ONE TIME COSTS</b>	b. \$ _____	b. \$ _____	<b>TOTAL ONE TIME INCOME</b>	b. \$ _____	b. \$ _____
ADD total from (a.) above	a. \$ _____	a. \$ _____	ADD total from (a.) above	a. \$ _____	a. \$ _____
<b>TOTAL STUDY PERIOD COSTS</b>	<b>c. \$ _____</b>	<b>c. \$ _____</b>	<b>TOTAL STUDY PERIOD INCOME</b>	<b>d. \$ _____</b>	<b>d. \$ _____</b>
<b>TOTAL STUDY PERIOD INCOME (-)</b>	<b>d. \$ _____</b>	<b>d. \$ _____</b>			
<b>TOTAL AMOUNT OF NEED</b>	<b>\$ _____</b>	<b>\$ _____</b>			