SIMS APPLICATION GUIDE: PART-TIME

REGISTRAR & ENROLMENT SERVICES

GETTING STARTED

1. Log in using your [BC Services Card](#)
   - Click the hyperlink to read-through steps on how to set up your BC Services Card.
2. On the homepage of your dashboard click on '**Apply for Funding**'.
3. Select the program year.
4. Once the program year is selected, a list of documents needed for the application will display. Ensure the applicable documents are handy and click the '**Start Your Application**' button to proceed.
   - If you have already started an application previously, a draft of an application will be saved; a warning message will show up if you try to start a new app.

PROGRAM SECTION

5. Select your institution (Langara College) from the drop-down menu and choose the program capacity by indicating '**part-time**'.
6. Select your study dates (**please read the bullets below**):
   - Please ensure you are selecting the correct study dates based on your year of study and how many courses you intend to study in.
   - There are study date offerings for students registering for one course and two courses.
   - If you intend to register in more than two courses, you may be eligible for full-time status. To discuss this with a Financial Aid Advisor, please contact finaid@langara.ca.
7. Enter the course information for only the registered and/or waitlisted courses you wish to be enrolled in.
8. Input your Langara student ID.

PERSONAL INFORMATION SECTION

9. Confirm that your personal information auto-populated from your BC Services Card is correct.
10. Answer the following questions:
    - **Residency of BC**: Provide proof if requested.
    - **Indigenous Status**: If applicable.
    - **Child/Youth in Care**: If you are a student who was ever considered a child or youth under government care and you would like to learn more about additional supports you could be eligible for, please contact finaid@langara.ca to speak with a Financial Aid Advisor who oversees youth from-care supports.
    - **Disability Status**: If you are a student with a disability, you must have your status already established on-file before you select '**Yes**' on the application. Otherwise, you may not be able to obtain disability grants for the term you are applying for.

FAMILY INFORMATION SECTION

11. Provide accurate family details.
12. Indicate any dependents with disabilities and attach relevant medical documentation if applicable.

snəẃeyəɫ leləm̓.   Langara.

SIMS APPLICATION GUIDE: PART-TIME

REGISTRAR & ENROLMENT SERVICES

FINANCIAL INFORMATION SECTION

13. Enter your reported total income from **line 15000 of last year's income tax return**. This income will be matched with your CRA records. **Note:** If you did not file an income tax return, enter your total income from all sources; both inside and outside of Canada.

14. Indicate if you wish to be assessed with this year's estimated income and provide supporting documents.
    - **Important Note**: Selecting this option will trigger an income appeal, which may cause delays in processing.

15. Include transportation receipts if claiming significant expenses.
    - **Important Note**: Selecting this option will trigger an income appeal, which may cause delays in processing.

CONFIRMATION OF APPLICATION SUBMISSION

16. Review the Declarations and Consent section to confirm the application details.
    - **Important Note**: You must consent to allow StudentAid BC to verify the data provided to proceed with submission.

17. Click '**Submit**'.

VIEWING AND ACCEPTING YOUR ASSESSMENT

18. To check your application status:
    - Log in to StudentAid BC.
    - Click on the '**Application**' tab in the upper-right panel to view your application status.

19. Once the status shows '**Assessment**':
    - Click '**View Assessment**' for a summary.
    - Select '**Accept Assessment**' from the blue button at the top-right to confirm.

NEXT STEPS: MSFAA

20. **After accepting the assessment, scroll to the 'Next Steps' section to locate your MSFAA number.**

If this is your first application, complete the following steps:

1. Create an NSLSC account here.
2. Set up your electronic Master Student Financial Assistance Agreement (eMSFAA) using your unique MSFAA number from StudentAid BC.
3. Provide National Student Loans with your direct deposit bank account details.

For Returning Students: Verify that your direct deposit bank information with NSLSC is still current.

IMPORTANT TIPS:
- Ensure all required documentation is uploaded and a copy is saved to your personal files.
- Regularly check the dashboard for updates, comments, or additional requirements.

snəẃeyəɬ leləm̓.

Langara.