# 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 <a href="mailto:finaid@langara.ca">finaid@langara.ca</a>.
- 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 <a href="mailto:finaid@langara.ca">finaid@langara.ca</a> 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.



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#### 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'.

#### CHECKING APPLICATION STATUS

- 18. Log in to StudentAid BC
- 19. Click on the 'Application' tab (top-right) to confirm your application status shows as an 'Assessment'

#### **MSFAA**

20. When status shows 'Assessment', log in to the National Student Loan (NSLCS) portal to complete or update your MSFAA electronically.

#### **ACCEPTING ASSESSMENT**

- 21. After completing the MSFAA, return to StudentAid BC and repeat step 18 & 19.
  - · Click 'View Assessment' on the summary page.
  - Then click 'View Assessment' again on the next page to see your notice of assessment.
  - If satisfied, select 'Accept Assessment' at the top-right to confirm your funding.

#### 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.

