

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.

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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.

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