



## **Student Loan Eligibility Agreement for Work Integrated Learning**

If you will be applying for StudentAid BC funding or interest free status during your work term, you must complete and submit a Student Loan Eligibility Agreement to Financial Aid & Awards prior to submitting your application for funding. If you will be applying for funding through another province please speak to Financial Aid & Awards regarding eligibility.

To be eligible for and maintain your student loan funding, or interest free status, during your work term, you must meet the following conditions:

- You must be completing a minimum of 20 hours per week
- Your work term must be a minimum of 12 weeks in duration
- Your work term does not contain any breaks of more than two weeks
- All other regular StudentAid BC policies apply

### **StudentAid BC Funding**

1. Apply online at: [www.studentaidbc.ca](http://www.studentaidbc.ca)
2. Select the co-op or internship option for your program
3. This will automatically generate a request for an Appendix 3 to be completed by Camosun Financial Aid & Awards. All work terms require an Appendix 3.
4. Camosun Financial Aid & Awards will then send you an email requesting the Work Integrated Learning Student Loan Eligibility Agreement be completed prior to the application being submitted. Once you have signed and initialed this form, email it to the Camosun Co-operative Education and Career Services office at [educationthatworks@camosun.ca](mailto:educationthatworks@camosun.ca) to have their office complete the shaded area of the form with your co-op details. The fully completed WIL form can then be returned to the Financial aid & Awards in person or by email.
5. Once the agreement is received, and provided eligibility is met, Camosun will electronically submit your Appendix 3 request and an email will be sent to you notifying you once complete.
6. You will then proceed with completing and submitting your application.

### **Interest Free Status**

1. Apply online for Interest Free Status at: [www.studentaidbc.ca](http://www.studentaidbc.ca)
2. After submitting the request, Camosun Financial Aid & Awards will send you an email requiring the Work Integrated Learning Student Loan Eligibility Agreement be completed.
3. Once received, and provided eligibility is met, Camosun will confirm your Interest Free request.

By signing the Student Loan Eligibility Agreement, you acknowledge you are responsible to maintain and successfully complete your work term as outlined on this agreement. If you withdraw or make adjustment to your work term agreement, Camosun is required to report your study status, for both funded and interest free study periods, to the appropriate provincial authority (i.e. StudentAid BC). This may negatively affect any future student loan funding for which you may be eligible.

### **Questions? Contact Financial Aid & Awards**

Phone 250-370-4862  
Fax 250-370-3750

Email: [financialaid@camosun.ca](mailto:financialaid@camosun.ca)

Website: [camosun.ca/financialaid](http://camosun.ca/financialaid)



STUDENT FULL NAME: \_\_\_\_\_ CAMOSUN ID: \_\_\_\_\_

WORK TERM COURSE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*Shaded area to be completed by Employment Facilitator, Camosun Co-operative Education & Career Services*

<b>EMPLOYER BUSINESS NAME:</b>	
<b>WORK TERM: START DATE</b>	<b>END DATE</b>
<b>HOURS PER WEEK</b>	<b>ANY BREAKS IN EMPLOYMENT</b>
<b>PAID YES or NO (CIRCLE ONE)</b>	<b>IF YES, HOW MUCH PER HOUR?</b>
<b>EMPLOYMENT FACILITATOR NAME &amp; NUMBER:</b>	<b>EMPLOYMENT FACILITATOR SIGNATURE:</b>

By initializing the following, I am acknowledging I understand and agree to:

\_\_\_\_\_ I acknowledge that for StudentAid BC funding or to maintain interest- free status I must enroll and successfully complete my work term as outlined above and any changes to this agreement may affect my student loan eligibility.

\_\_\_\_\_ I understand that I must complete my work term within the study period (start and end date) and all work term requirements within two weeks from the study period end date. If no grade is available within 45 days from the study period end date it will be reported to StudentAid BC as an unsuccessful study period.

\_\_\_\_\_ If I withdraw from full-time studies, or do not successfully complete my work term during my study period, Camosun must report this information to StudentAid BC. This may negatively impact any future student loan funding I may be eligible to receive.

**Applicant's statement:**

1. I certify that all statements on this application are true and complete to the best of my knowledge.
2. I consent to the disclosure of information on this form between the appropriate Camosun departments.
3. By signing below, I acknowledge that I understand my Student Responsibilities pertaining to StudentAid BC funding or interest free status while participating in a work term.

**Freedom of Information and Protection of Privacy**

All personal information is collected by the College under the legal authority of College and Institutes Act, [RSBC 1996] c.52, and is governed by the Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165. The information collected is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The personal information you provide the College will not be disclosed to any other person without your consent unless the College is required by law. Personal information may also be disclosed without your consent where the College believes your safety or the safety of others may be at risk.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Financial Aid Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_