



## Student Obligations Form

### Alexander College

The purpose of the following form is to outline the responsibilities and obligations of students receiving financial assistance through the StudentAid BC program. This form is not exhaustive, and students are referred to the StudentAid BC website: <https://studentaidbc.ca/maintain/responsibilities>

### PREPARATION FOR STUDIES

Students are expected to have completed adequate research prior to beginning their studies; including:

- Reading the course outline for the program of studies and having a clear understanding of the course objectives.
- Researching the program of study with prospective employers and ensuring that the program meets the industry standards and/or employer expectations.

### FINANCIAL OBLIGATIONS

By borrowing funds for the purpose of education, students acknowledge understanding of the following:

- Financial assistance received from StudentAid BC is to be used toward payment of tuition and fees as a first priority
- Students who have active loans from StudentAid BC but do not require funding for an upcoming term are required to submit a Schedule 2, Continuation of Full-Time Studies Status form to maintain interest free status. This form can be obtained from the Office of the Registrar.

### ATTENDANCE & SCHOLASTIC REQUIREMENTS

Alexander College is designated with StudentAid BC. When a student enrolls in our institution, we are responsible for administering the loans process appropriately.

#### ATTENDANCE

Students receiving financial assistance from StudentAid BC need to be aware of their obligation to maintain full-time attendance at Alexander College. If attendance does not meet the following criteria, we are required to report to StudentAid BC and return the loans documents immediately. For StudentAid BC purposes, this would be considered a technical withdrawal from funding (not from courses) and the student would then become solely responsible for their tuition fee payment. An over-award may also occur.



According to the Ministry of Advanced Education, StudentAid BC, a technical withdraw is:

1. Any student that misses 2 consecutive calendar weeks of study, other than regularly scheduled study breaks.  
Failure of Alexander College to report non-attendance as above would be considered non-compliance with the conditions of the Designation Agreement.
2. Any student that drops below 60% (3 university-level credit courses) of a full-time course load for 3 consecutive calendar weeks is to be reported as withdrawn. Failure of the College to immediately report withdrawal as above would be considered non-compliance with the conditions of the Designation Agreement.

To qualify for *successful completion* status with StudentAid BC, each student must complete all requirements for a full diploma or degree program by the last day of classes. Failure to do so will result in Alexander College reporting the student as unsuccessfully completed. This could affect future government student assistance funding.

### SCHOLASTIC ACHIEVEMENT

Students receiving financial assistance from StudentAid BC need to be aware of their obligation to maintain good scholastic standing at Alexander College. If scholastic performance falls below a term or cumulative GPA of 1.50, or if the student receives a grade of 'F' in any course(s) for which funding has been or will be received, Alexander College is required to report to StudentAid BC and return the loans documents immediately. For StudentAid BC purposes, this would be considered a technical withdrawal from funding (not from courses) and the student would then become solely responsible for their tuition fee payment. An over-award may also occur.

I have read and understand the attendance expectations of Alexander College and the attendance requirements for maintaining good scholastic standing with StudentAid BC.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_ Date: \_\_\_\_\_