SPLIT ENROLMENT

WHAT IS A SPLIT ENROLMENT?

If you are planning to register in courses at both SFU and another post-secondary institution in the same term, you may be eligible to apply for StudentAid BC funding and/or maintain your full-time, interest-free status if you meet both of the following criteria:

1. The post-secondary institution you are attending, in addition to SFU, is a designated school as defined under StudentAid BC regulations.

2. Your total credits at both institutions are equivalent to a minimum 60% of a full-time course load at SFU (i.e. 9 units) or 40% of a full-time course load (i.e. 6 units) if you are a student with a permanent disability who has been approved by StudentAid BC to study at the reduced course load.

Note: During your split enrolment, your “HOME” school (i.e. the school from which you will receive your credential) is responsible to provide StudentAid BC with confirmation of your full-time enrolment irrespective of which institution you are taking the greater course load at.

For example, if you are completing your degree at SFU, even if you are taking 9 units at “X” College and only 3 units at SFU, SFU is responsible for providing your confirmation of enrolment since SFU is your “home” institution.

All split enrolments processed at SFU for BC student loans are in accordance with current StudentAid BC policy. Refer to their website at http://www.aved.gov.bc.ca/studentaidbc/apply/eligibility/schooleligibility.htm#two for detailed information.

If you have a student loan from a province other than BC, contact Financial Aid and Awards to determine your eligibility for split enrolment.

QUESTIONS?

Speak to a Financial Aid and Awards advisor at SFU Burnaby or by phone (may be subject to change):

Monday, Tuesday and Thursday 9:30 am to 3:30 pm
Wednesday 9:30 am to 2:00 pm
Friday 10:00 am to 3:30 pm

Limited drop in hours are also available at SFU Surrey and SFU Vancouver. Check our website at http://students.sfu.ca/financialaid/dropin-advising.html for days and times.

PROCEDURES

If SFU is your “HOME” school (i.e. you will be receiving your credential from SFU), you will need to complete the following steps to qualify for a split enrolment. Failure to complete these steps may affect your student loan/interest-free eligibility.

1. You must obtain a Letter of Permission (LOP) to take a course (or courses) at another institution for SFU credit. Non-SFU courses must be transferable to SFU for credit and must count towards your credential to be eligible for a split enrolment.
   - Download the Letter of Permission request form and instructions: http://students.sfu.ca/forms/LoP.pdf
   - Complete and submit the form to Registrar and Information Services. Allow 6 weeks for processing.
   - If you require assistance or have any questions regarding the LOP process, please contact the Records Department at 778-782-4741.

2. Download the Split Enrolment form and complete your portion: www.students.sfu.ca/forms/splitenrolment

3. Submit your Split Enrolment form to the Financial Aid office of the non-SFU institution you are attending and request they complete their section of the form. Note: It is the decision of the individual school to participate in the “split enrolment” process.

4. Forward the completed Split Enrolment form to Financial Aid and Awards at SFU.

5. Contact SFU Financial Aid and Awards when your LOP is approved. Once this notification is received, SFU Financial Aid and Awards will process your split enrolment and update your status.

6. Once you have completed the course(s) at the non-SFU institution, submit an official transcript to SFU verifying the final grade(s) achieved at the other institution.

CONTACT US

Phone: 778-782-6930
Email: fiaassist@sfu.ca
Web: http://students.sfu.ca/financialaid/