



PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

2022-2023 POST-GRADUATE DEBT REPAYMENT ASSISTANCE (PGDRA) PROGRAM APPLICATION

- This is a fillable PDF form. To ensure the application process is compliant with the *Electronic Transactions Act of British Columbia*, you will need download and open this form in [Adobe Reader](#) to complete it in order to use the digital signature function. We cannot process forms that have been printed and scanned.
- If any of the required information is missing, we will not be able to process your application.
- This application form assumes that you have reviewed the detailed information on eligibility in the PGDRA Handbook. If you have any questions about how to complete the application form or what documentation to provide, please contact pgdra@allard.ubc.ca for support. Providing the correct information and documents will ensure quicker administrative processing.
- Detailed information on the supporting documents required can be found at the end of this form.
- Please submit the application form with the file name **"PGDRA Application Form"** (without the quotes) and supporting documents separately in PDF format.
- Please submit the application form and supporting documents to pgdra@allard.ubc.ca **by 11:59 pm, May 31** with the word **"PGDRA_APPLICATION"** in the subject line.

Your privacy is important to us and UBC will keep your information confidential. Your personal information is collected under the authority of section 26(c) of the British Columbia Freedom of Information and Protection of Privacy Act. UBC will use this information only for the purposes of the Post-Graduate Debt Repayment Assistance Program. Questions about the collection of your information may be referred to the PGDRA program administrator (pgdra@allard.ubc.ca).

Help and Contact Information

Peter A. Allard School of Law

Email: pgdra@allard.ubc.ca

Office hours: Monday to Friday 8:30 AM to 4:30 PM PST

I. RETURNING APPLICATION QUESTIONS

1. Did you apply for a PGDRA benefit for the previous year?
2. Are you applying for a PGDRA benefit for this year?¹

¹ If you check Yes, please continue fill in the rest of the form. If you check No, please only fill in **Section III, "PERSONAL INFORMATION" and Total Gross Family Income for Previous Year (Line 15000 of CRA Individual Tax and Benefit Form)** in Section V, "INCOME INFORMATION".

II. ELIGIBILITY QUESTIONS

1. The PGDRA program is only available to graduates who completed all three years of the JD program at the Allard School of Law (with the exception of participation in the UBC Go Global exchange program).

Did you transfer into or out of the JD program at the Allard School of Law?

2. The PGDRA program is not available to JD/MBA students or JD students who participate in any joint legal education arrangement, including the JD/LLM agreement with Melbourne Law School, the law degree partnership program with Tsinghua University, or the joint legal education agreement with the University of Hong Kong.

Did you participate in any of these programs?

3. Were you a permanent resident or a Canadian citizen when you started the JD program at UBC?
4. Do you have Canadian federal and/or provincial student loan amounts in active repayment, and/or outstanding commercial professional student line of credit amounts borrowed from a Canadian financial institution and repayable in Canadian dollars, both from the law school enrolment period?
5. Have you cleared all amounts owed to UBC?
6. Do you reside and work in Canada?

III. PERSONAL INFORMATION

APPLICANT:

First Name _____

Last Name(s) _____

UBC Student ID _____

Year of Graduation

The eligibility period for applying is 1 to 10 years after year of graduation

Date of Birth _____
YYYY/MM/DD

Marital Status

Permanent Canadian Address _____, _____, _____, Canada
Street City Province Postal Code Country

Mailing Address² _____, _____, _____, _____, _____
Street City Province Postal Code Country

² If your Mailing Address is different from Permanent Canadian Address, please indicate. Otherwise, **please leave blank.**

Phone Number _____

Email Address _____

Are you eligible for any student loan repayment assistance programs, including the government student loan Repayment Assistance Program?

If yes, have you applied? (If no, **please leave blank**)

SPOUSE/COMMON-LAW PARTNER (**Leave blank if no spouse/common-law partner**):

First Name _____

Last Name(s) _____

Phone Number _____

Email Address _____

CHILDREN³ (**Leave blank if no children**):

³ Childcare costs are calculated according to the maximum allowable limits under Canada Revenue Agency (CRA) rules for the Child Care Expense Deduction (Line 21400 on the Income Tax and Benefit Return).

Number of eligible children⁴ **born in 2006 to 2015** (and born in 2005 or earlier, with an impairment in physical or mental function, for whom the disability amount cannot be claimed) _____

Number of eligible children⁴ **born in 2016 or later**, for whom the disability amount cannot be claimed _____

Number of eligible children⁴ **born in 2022 or earlier**, for whom the disability amount can be claimed _____

⁴ Please see the Canada Revenue Agency (CRA) website for more information on child eligibility criteria.

IV. EMPLOYMENT INFORMATION

Employment Status

Area of Employment

⁵ If you do not work full-time or in a law-related field, you may be eligible to apply under selected special circumstances. Please consult the PGDRA Handbook and select any special circumstance categories for which you are eligible below. Otherwise, **please leave blank**.

Special Circumstances⁵

Most Recent Employment Dates From: ____/____/____ To: ____/____/____ (If current, **please leave end date blank**)
YYYY MM DD YYYY MM DD

Most Recent Employer Type

Most Recent Total Annual Compensation \$ _____

V. INCOME INFORMATION

Total Expected Annual Gross Family Income for 2022 \$ _____

⁶ If you applied and were eligible for a PGDRA for the previous year, even if you did not qualify for a benefit, please provide the following information. Otherwise, **please leave blank**.

Total Gross Family Income for Previous Year (Line 15000 of CRA Individual Tax and Benefit Form)⁶

\$ _____

Annual Law Society Membership Fee (If covered by employer, **please leave blank**) \$ _____

Household Size

Location⁷

⁷ IMPORTANT: Most city locations in the dropdown menu above correspond to the Census Metropolitan Areas (CMAs) used by the Market Basket Measure (MBM), not to municipal boundaries (e.g. Richmond is in the Vancouver CMA). If you live in or near one of these cities, please consult Appendix I. Location to guide your selection.

VI. LOAN INFORMATION⁸ (**Leave blank if not applicable**):

⁸ All information entered in this section must be supported by accompanying documentation. Please see Appendix II – Required Supporting Document, section 4. If you have any questions about what information from your loan documents to use in this section, please contact pgdra@allard.ubc.ca for support prior to submitting your application.

1. Pre-law Government Student Loan Amounts Remaining at the Time of Entry into Law School

- **For applicants with loans from Alberta, Manitoba, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, or Quebec**

Provincial amount \$ _____

Federal amount (Alberta, Manitoba, Nova Scotia and PEI only) \$ _____

- **For applicants with loans from Ontario, British Columbia, Saskatchewan, New Brunswick, Newfoundland and Labrador, or Yukon**

Combined provincial/federal loan amount \$ _____

2. Government Loans from Law School

- ***For applicants with loans from Alberta, Manitoba, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, or Quebec***

Provincial amount \$ _____

Federal amount (Alberta, Manitoba, Nova Scotia and PEI only) \$ _____

- ***For applicants with loans from Ontario, British Columbia, Saskatchewan, New Brunswick, Newfoundland and Labrador, or Yukon***

Combined provincial/federal loan amount \$ _____

3. Current Monthly Payments

- ***For applicants with loans from Alberta, Manitoba, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, or Quebec***

Provincial monthly payments \$ _____

Federal monthly payments (Alberta, Manitoba, Nova Scotia and PEI only) \$ _____

- ***For applicants with loans from Ontario, British Columbia, Saskatchewan, New Brunswick, Newfoundland and Labrador, or Yukon***

Combined provincial/federal loan monthly payments \$ _____

4. Commercial Loans from Law School⁹

⁹ Please provide information for only **ONE** of the following options, depending on your loan arrangement.

- ***Professional student lines of credit converted to loans***

Commercial Student Loan Amount Remaining, at Time of Application \$ _____

Repayment Term (Months), at Time of Application _____

Annual Interest Rate (%) _____ %

- ***Professional student lines of credit***

Total amount at time of graduation \$ _____

Total amount at time of application \$ _____

Annual Interest Rate (%) _____ %

VII. CERTIFICATION

I certify that the information provided in my application is true, complete, accurate and consistent with the policies outlined in the PGDRA Handbook to the best of my knowledge. The provision of false or inaccurate information will result in termination of any eligibility under the PGDRA program. Outstanding amounts must be paid back immediately upon termination and disqualification.

Signature of the applicant _____

Date _____
YYYY / MM / DD

APPENDIX

I. Location

Most city locations correspond to the Census Metropolitan Areas (CMA) used by the Market Basket Measure (MBM). If you live in or near one of the following cities, please consult the maps below to determine which of the options in the drop-down menu corresponds to your permanent Canadian address:

Cities	CMA Map Link
Vancouver, BC	map
Calgary, AB	map
Edmonton, AB	map
Saskatoon, SK	map
Regina, SK	map
Winnipeg MB	map
Brandon, MB	map
Toronto, ON	map
Ottawa – Gatineau, ON	map
Montréal, QC	map
Québec, QC	map
Moncton, NB	map
Saint John, NB	map
Fredericton, NB	map
Cape Breton, NS	map
Halifax, NS	map
Charlottetown, PEI	map
St. John's NL	map

II. Required Supporting Documents

1. Applicant's expected annual income

Employment Income	Document(s)
<i>Salary/wage employees</i>	Letter from employer confirming employment (including articling/clerkship employment) and annual salary/wage
<i>Self-employed</i>	Self-reported annual income
<i>Currently completing articles (or articling requirements)</i>	Letter regarding confirmed employment and annual salary after articling, for any and all employment within the year of application

2. Spouse/Common-law partner's expected annual income (If applicable)

Employment Income	Document(s)
<i>Salary/wage employees</i>	Letter from employer confirming employment and annual salary/wage
<i>Self-employed</i>	Self-reported income

3. Returning applicants' annual income

Employment Income	Document(s)
<i>All returning applicants</i>	Copies of: <ul style="list-style-type: none">• Individual Tax Return;• employment T-4 forms; and• Notice of Tax Assessment for the Tax Year prior to the year of application

For returning applicants, loan documents must show that the entire PGDRA benefit previously received was used to pay their educational loans. In other words, the amount they paid on government student loans and/or commercial professional student lines of credit must be equal to (or greater than) the PGDRA benefit received.

4. Annual debt repayment obligations

Loan Type	Document(s)
Government Student Loan(s)	<p>We will need clear documentation of all of the information entered in Section VI – Loan Information of the application form. This may include copies of:</p> <ul style="list-style-type: none"> • consolidated Student Loan and Repayment form agreement(s) for all pre-law and law school loans • annual loan statement(s) showing the current loan balance, amount of monthly payments, and proof of payment • all notification letters for student loans/grants from the period of enrollment in the UBC JD program • a printout of current “Loan Details” “Loan Statement” and/or “My Disbursements” from your online account with the National Student Loan Service Centre (NSLSC) (for federal and integrated loans only)
Commercial (Professional) Student Line(s) of Credit	<p>We will need clear documentation of all of the information entered in Section VI – Loan Information of the application form. This may include copies of:</p> <ul style="list-style-type: none"> • consolidated loan and repayment form agreement(s) for all law school loans • annual loan statements from the period of enrollment in the UBC JD program, showing amounts borrowed • current annual loan statement(s) showing the current loan balance, amount of monthly payments, and proof of payment • loan statement at the time of graduation from law school, showing the loan balance

5. Special Circumstances (If applicable)

Special Circumstance	Document(s)
Disability	Copies of (as applicable): <ul style="list-style-type: none">• T-2201 Disability Tax Credit Certificate• Repayment Assistance for Borrowers with a Permanent Disability (RAP-PD) documentation• Severe Permanent Disability Benefit
Maternity/parental leave	Record of Employment, for verification of leave status
Graduate studies	<ul style="list-style-type: none">• Proof of enrolment• Description of graduate program and its relation to law
Self-employment (part-time)	Statement demonstrating that part-time status is temporary and non-voluntary (e.g., related to the process of building up a full-time practice)

6. Childcare expenses (If applicable)

Applicants must provide a bill or signed letter from childcare provider (specifically identifying child(ren) cared for), as well as documents verifying the age of any child(ren) claimed. The maximum amount that can be claimed for childcare will be the CRA maximum childcare deduction amounts for Line 21400 of the Individual Tax and Benefit Form.

7. Confirmation of law-related work (if not employed as a lawyer)

i.e., copy of position advertisement stating JD qualification requirement/preference; job description; or statement by employer.

8. Law society membership fee (if not covered by employer)

Copy of receipt required; does not include practice insurance premiums.

9. Student Loan Repayment Assistance Program (if an applicant qualifies)

Copy of RAP documentation.