Human Resources and Skills Development Canada | Ressources humaines et Développement des compétences Canada

PROTECTED-B WHEN COMPLETED

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Date received (yyyy/mm/dd)	Institution Code

PART-TIME STUDENT LOAN AND/OR GRANT APPLICATION

CANADA STUDENT LOANS PROGRAM

Province to which you are applying	Student number (if applicable)	Social Insurance Number

A. PERSONAL DATA

Last name | First name

Current address (street, rural route, post office box) | Apt. no.

City / Town | Province | Postal code | Country

Area code and telephone no. | Date of birth (yyyy/mm/dd) | Sex ☐ M ☐ F | Citizenship status ☐ Protected Person ☐ Canadian Citizen ☐ Permanent Resident ▶ Additional documentation may be required. Please reference section below.

Marital status ☐ Single ☐ Married ☐ Common-Law ☐ Other

Do you wish to declare yourself as a student with a permanent disability? YES ☐ NO ☐
If yes, you must attach proof of your disability e.g. medical certificate, learning disability assessment.

What is the total weekly amount you expect to pay for child care (day-care) for your children, 11 years of age or younger, **during class hours** for your current / proposed study period? $

How many *dependent* children do you have living with you full-time during your study period in each age group?
NOTE: For children 19 years of age or older to be considered dependent, they must be full-time secondary students or post-secondary students or disabled. Persons who have been out of high school for at least 4 years or have been in the work force for at least 12 months in a row on 2 or more occasions may not be considered dependent.

0 - 11 years of age ▶

12 - 18 years of age ▶

19 years of age or older ▶

Permanent address (street, rural route, post office box) (IF DIFFERENT FROM ABOVE) | Apt. no.

City / Town | Province | Postal code | Area code and telephone no.

Area code and telephone no. | Email Address of Student

Additional citizenship status documentation is required:

If you selected Permanent Resident, you must attach a copy of your Permanent Resident Card.
If you selected Protected Person, you must attach a copy of a valid Protected Persons Status Document.

Have you previously received a Grant for Part-Time Studies? ☐ Yes ☐ No ▶ If yes, were you successful in passing all course(s) for which you received the grant? ☐ Yes ☐ No ▶ **If "yes", please attach a transcript of your marks for the period you received the grant.**

B. INCOME AND ASSET INFORMATION

If your marital status is married or common-law, your spouse's or common-law's income and asset information must also be provided in the spaces below.

List all gross income (actual / expected) for the 12 month period, ending with the last month of your current / proposed period of part-time studies. (For example, if your course of study ends December 31, you and your spouse (if applicable) must quote all income from last January up to the date of this application, and estimate your expected income up to the end of December.)

This list should include all gross income (taxable and non-taxable) from employment, government benefits, child-support and alimony payments, monetary gifts, lottery winnings, and any liquid assets.

APPLICANT'S INCOME

Proof of current income must be supplied by the applicant, for example, letter from employer, photocopy of cheque stub or social assistance stub. This proof of income must be dated within the last 2 months. If you are currently not in receipt of any income, please provide a written statement explaining your current situation. (For example, how you are paying for accommodation, food, etc.)			Status of employment ☐ Full-time ☐ Part-time ☐ Unemployed	How many hours per week are you working on average? ▶
From yyyy/mm	To yyyy/mm	Name of Employer, EI, Social Assistance (Welfare), etc.		Gross $ Amount
			TOTAL GROSS INCOME (12 month period)	**$**

SPOUSE'S/COMMON LAW'S INCOME

Proof of current income must be supplied by your spouse/common law, for example, letter from employer, photocopy of cheque stub or social assistance stub. This proof of income must be dated within the last 2 months. If your spouse/common law is currently not in receipt of any income, please provide a written statement explaining his / her current situation. (For example, how he / she is paying for room and board)		Spouse's/common law's Social Insurance Number	Spouse's/common law's status of employment ☐ Full-time ☐ Part-time ☐ Unemployed	How many hours per week is your spouse/common law working on average? ▶
From yyyy/mm	To yyyy/mm	Name of Employer, EI, Social Assistance (Welfare), etc.		Gross $ Amount
			TOTAL GROSS INCOME (12 month period)	**$**

ASSETS

Total Net value of Registered Retirement Savings Plan (RRSPs) for you and your spouse/common law as of the start of your period of studies. ▶ **$**	Total amount of all bank account balances / term deposits / GICs / bonds / stocks / for you and your spouse/common law as of the start of your period of studies. ▶ **$**

C. APPLICANT'S DECLARATION AND SIGNATURE

Have you ever negotiated a Canada Student Loan for full-time studies? ☐ Yes ☐ No	Have you ever negotiated a Canada Student Loan for part-time studies? ☐ Yes ☐ No	If "Yes", and you have not yet paid the loan in full, what is the total principal and capitalized interest outstanding of your part-time loan. ▶ **$**
Are you currently in default of a Canada Student Loan for part-time and / or full-time studies? ☐ Yes ☐ No	**I request financial assistance to undertake my part-time post-secondary studies in the amount of** ▶ **$**	

I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and / or grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the *Canada Student Financial Assistance Act*. I authorize Canada Revenue Agency to disclose any information pertaining to my income tax records. I certify that I am not currently in default of any Canada Student Loans. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a grant, it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future grant funding and possible legal action by the Government of Canada. **I understand that, in respect of a Canada Student Loan and/or Grant if I knowingly make a false statement or misrepresentation in the application or other document or wilfully provide any false or misleading information, I am guilty of an offence under the *Canada Student Loans Act* and / or *Canada Student Financial Assistance Act* and liable for a fine or summary conviction.**

X _____ Signature of Applicant

_____ Date (yyyy/mm/dd)

SPOUSE'S/COMMON LAW'S DECLARATION AND SIGNATURE

I have given complete and true information on this form. I understand that personal information that is relevant to a reassessment or an appeal may be shown to the applicant if the applicant appeals his or her assessment or if the appropriate authority makes a reassessment of financial assistance. I authorize Canada Revenue Agency to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.

X _____ Signature of Spouse/common law

_____ Date (yyyy/mm/dd)

D. PROGRAM INFORMATION

What is the name of the post-secondary institution you plan to attend?	What campus, college or city of this institution will you be attending? (If applicable)	What is your program of study? (If applicable)

I hereby request financial assistance for the following course(s):

Course Description	Course Code	Type of Instruction (e.g.: in-class/correspondence/tele-course/distance learning)
Example: Literature and Composition	**e.g.: ENGL 100**	**e.g.: Correspondence course**

E. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION

Period of studies commencement date yyyy/mm/dd	Period of studies end date yyyy/mm/dd	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of studies? $	What are the applicant's book and equipment costs for the period of studies? $
What is the applicant's percentage of a full course load? %	Number of weeks of study	How many hours of class time will the applicant have each week (do not include any lab times)?	What is the level of the applicant's program? ☐ Diploma ☐ Bachelor's degree ☐ Doctoral degree ☐ Certificate ☐ Master's degree

What faculty / division is the program considered to be in?

☐ Administration / Business ☐ Community Service ☐ Health Sciences ☐ Theology ☐ Education
☐ Agriculture / Related Sciences ☐ Dentistry ☐ Law ☐ Trades
☐ Arts / Sciences ☐ Engineering / Technology ☐ Medicine ☐ Other (specify)_____

I certify that the above information in Section E of this application is correct based on the information provided by the applicant in Section D.

Name of Authorized Officer of the Educational Institution	Title	Telephone No.
Signature of Authorized Officer		Date (yyyy/mm/dd)

F. TO BE COMPLETED BY THE PROVINCIAL/TERRITORIAL MINISTRY

Assessed and qualified for assistance ☐ Yes ☐ No	Type of assistance to be provided ☐ Canada Student Grant ☐ Part-Time Canada Student Loan ☐ Both	Field of study code

Total Income and Assets	$	Total amount of Grant for Part-Time Studies awarded to applicant for previous loan year (August 1 to July 31), if any	$
Tuition Fees	$	Did the applicant successfully complete previously grant funded courses?	☐ Yes ☐ No
Books / Equipment	$	Requested amount of assistance by applicant (if indicated)	$
		TOTAL ASSISTANCE AUTHORIZED	
Transportation	$	Part-Time Canada Student Loan	$
Child Care	$	Grant for Students with Permanent Disabilities	$
Miscellaneous	$	Grant for Part-Time Students with Dependants	$
TOTAL EXPENSES	$	Grant for Part-Time Studies	$
		Part-Time Provincial Student Loan	$
		Provincial Grant	$

Comments

Part-Time Canada Student Loan and/or Grant Application

Provincial/Territorial Student Aid Offices

NEWFOUNDLAND & LABRADOR
Student Financial Services
Department of Education
PO Box 8700
St. John's NL A1B 4J6
Tel.: (709) 729-5849
Fax: (709) 729-2298
www.ed.gov.nl.ca/studentaid

NEW BRUNSWICK
Student Financial Services
Department of Post-Secondary Education,
Training and Labour
P.O. Box 6000, 77 Westmorland Street
Fredericton, NB E3B 5H1
Tel.: (506) 453-2577
1-800-667-5626
Fax: (506) 444-4333
www.studentaid.gnb.ca

†QUÉBEC
Service de l'accueil et des renseignements
Aide financière aux études
1035, rue De la Chevrotière
Québec G1R 5A5
Région de Québec : (418) 643-3750
Région de Montréal : (514) 864-3557
Sans frais au Canada et aux États-Unis : 1-877-643-3750
www.afe.gouv.qc.ca

***ALBERTA**
Alberta Students Finance
PO Box 28000 STN MAIN
Edmonton AB T5K 4R4
Tel.: (780) 427-3722
1-800-222-6485
Fax: (780) 422-4516
www.alberta.ca/studentsfinance

YUKON TERRITORY
Students Financial Assistance
Department of Education
Government of Yukon
Box 2703
Whitehorse YT Y1A 2C6
Tel.: (867) 667-5929
Fax: (867) 667-8555
www.education.gov.yk.ca

PRINCE EDWARD ISLAND
Student Financial Services
90 University Ave., Suite 212
PO Box 2000
Charlottetown PE C1A 7N8
Tel.: (902) 368-4640
Fax: (902) 368-6144
www.studentloan.pe.ca

MANITOBA
Manitoba Student Aid
401-1181 Portage Avenue
Winnipeg MB R3G 0T3
Tel.: (204) 945-6321
Fax: (204) 948-3421
www.manitobastudentaid.ca

ONTARIO
Student Financial Assistance Branch
Ministry of Training, Colleges and Universities
Ontario Student Assistance Program (OSAP)
PO Box 4500
Thunder Bay, ON P7B 6G9
Tel.: (807) 343-7260
Toll-Free in North America:
1-877 OSAP - 411 (1 877 672 7411)
Telephone Device for the Deaf (TDD):
1-800-465-3958
Fax: (807) 343-7278
http://osap.gov.on.ca

***BRITISH COLUMBIA**
Ministry of Advanced Education and
Labour Market Development
StudentAid BC
PO Box 9173
Stn Prov Govt
Victoria BC V8W 9H7
Tel.: (250) 387-6100
Toll Free Tel: 1-800-561-1818
Fax: (250) 356-9455
Toll Free Fax: 1-800-312-3322
www.studentaidbc.ca

NOVA SCOTIA
Student Assistance Office
Department of Education
PO Box 2290, Halifax Central
Halifax NS B3J 3C8
Tel.: (902) 424-8420
Fax: (902) 424-0540
www.studentloans.ednet.ns.ca

SASKATCHEWAN
Student Financial Assistance Branch
Ministry of Advanced Education,
Employment and Labour
Box 650
Regina SK S4P 3A3
Tel.: (306) 787-5620
Fax: (306) 787-1608
www.student-loans.sk.ca

†NORTHWEST TERRITORIES
Department of Education, Culture and Employment
Box 1320
Yellowknife NT X1A 2L9
Tel.: (867) 873-7190
1-800-661-0793
Fax: (867) 873 -0336
1-800-661-0893
www.nwtsfa.gov.nt.ca

†NUNAVUT
Financial Assistance for Nunavut Students
Department of Education
Toll Free: 1-877-860-0680 (Can also be used locally)
Baffin: Tel.: (867) 473-2600
Toll Free: 1-800-567-1514
Kivalliq: Tel.: (867) 645-5040
Toll Free: 1-800-953-8516
Kitikmeot: Tel.: (867) 983-4031
Toll Free: 1-800-661-0845
www.gov.nu.ca/education

Note:

† **The Province of Québec and the Northwest Territories and Nunavut have chosen not to issue loans or grants under the Canada Student Loans Program. If you reside in these areas, please contact the appropriate office listed above for information on student assistance.**

***** **The Provinces of Alberta and British Columbia utilize an application form for part-time assistance which is different from the application form attached. If you are a resident in Canada in one of these provinces and wish to apply for assistance for part-time studies, you should contact the provincial authority in your province to obtain the proper application form.**

Aussi disponible sur demande en français

APPLICANT TO - DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS

Application for Assistance for Part-Time Studies

The *Canada Student Loans Act* and Regulations and / or the *Canada Student Financial Assistance Act* and Regulations set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute. With respect to the assistance available to Part-Time students through the Canada Student Loans Program (CSLP), the following definitions apply:

Canada Student Loan (CSL)	- a debt obligation incurred by a qualifying student on entering into a loan agreement and which is owed to a lending institution or Her Majesty in Right of Canada.
Canada Student Grant	- financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set out by the CSLP. - Grant amounts are non-repayable provided that the eligibility criteria is maintained for the duration of the study period for which the grant was awarded.

This application form will be used to assess your eligibility for Part-Time **Canada Student Loan** assistance as well as **Canada Student Grant** assistance for Part-Time Studies.

Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number to apply. Print clearly and sign the application in ink.

INSTRUCTIONS TO THE APPLICANT

— To apply for Part-Time assistance, fully complete sections **A, B, C** and **D** of the attached application form.

— Have the Educational Institution at which you are going to be pursuing your Part-Time studies complete Section **E**.

— Submit the completed application form, along with proof of your current income (and spouse's and common law's, if applicable) to the appropriate authority in the province in which you are residing when you are in Part-Time studies. (See list of Appropriate Authorities on reverse of the application). In some provinces you must submit your application directly to your educational institution. Contact your educational institution to be sure of where to submit this completed form.

Note: If you are a previous recipient of a Grant for Part-Time Studies, you must also provide documentation indicating successful completion of all previously grant funded course(s).

Special Note to Applicants with Permanent Disabilities

The Canada Student Loans Program provides for the availability of relaxed Full-Time Canada Student Loan Eligibility (e.g., reduced course loads) and additional assistance for student's with permanent disabilities who demonstrate that they have a permanent disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your educational institution prior to completing this application form, to obtain further information on the various *Permanent Disability provisions* available through the Canada Student Loans Program.

INSTRUCTIONS TO THE EDUCATIONAL INSTITUTION

— Complete Section **E** on the attached application and verify that all information provided in Section **D** is complete and correct.

TERMS AND CONDITIONS

1. **Eligibility for Program Assistance**
   The Canada Student Loans Program provides assistance for individuals who undertake their program of study on a Part-Time basis. In order to be eligible you must:

   — Be a Canadian citizen, a permanent resident of Canada, or, as of August 2003, a protected person (as defined by the *Immigration and Refugee Protection Act*);

   — be a resident during your period of study of a province or a territory that issues Canada Student Loans;

   — demonstrate financial need;

   — be enrolled in 20-59% of a full course load at a designated Educational Institution;

   — pass a credit check if you are 22 years of age or older and applying for a Canada Student Loan for the first time; and

   — must not have more than $10,000 in Part-Time Canada Student Loan at any one time.

Note: If you are in default on Part-Time and / or Full-Time Canada Student Loans issued prior to August 1, 2000, contact your lender to remove the restricted status on your loan(s). If you are in default on previous loans issued after August 1, 2000, you will not be eligible for further assistance **until you receive** clearance from the Canada Student Loans Program by contacting the National Student Loans Service Centre at 1-888-815-4514.

CONTINUED ON REVERSE

2. **Eligible Costs** - **Applications will be assessed based on the following costs (if applicable):**

— Compulsory school fees, including tuition;
— books and supplies;
— transportation to and from classes;
— child care costs incurred to attend classes; and
— an incidental allowance of $10 per week, per course.

Applicants taking studies through correspondence or distance learning may not be assessed child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

3. **Resources**

An applicant, (and spouse or common law, if applicable) is required to report all family income from wages, government sources, liquid assets, income from investments, gifts, lottery winnings and other sources of income. The combined gross family income (income before deductions) will establish eligibility under the Canada Student Loans Program.

4. **Assistance Provided**

Eligible applicants under the Canada Student Loans Program will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

5. **Repayment**

Repayment of principal portion and accrued interest of the Outstanding Loan Balance is due at the latest by the last day of the seventh (7th) month following the month in which the applicant ceases to be a Part-Time Student.

6. **Verification**

An applicant (and spouse or common law) must sign a waiver releasing income tax data for verification.
An applicant (and spouse or common law) must sign a certification on the application form that the information given is true and he / she is aware of the terms and conditions and will abide by them.

Every person who, in respect of a student loan or other financial assistance to a student, knowingly makes any false statement or misrepresentation, including by omission, in an application or other document or knowingly provides any false or misleading information, including by omission, is guilty of an offence and liable on summary conviction to a fine not exceeding $1,000.

Details of your educational program and costs must be completed and signed by an official of your educational institution.
If you have previously negotiated Part-Time Canada Student Loans, you must fully answer any questions concerning them.

Note: You must negotiate all Canada Student Loans, Full-Time and Part-Time, at the National Student Loans Service Centre.

Canada Student Grants

Grant for Students with Permanent Disabilities
Part-Time Students with permanent disabilities may be eligible to receive $2,000 per federal student loan year to help cover the costs of tuition, books and accommodations.

Grant for Part-Time Students with Dependants
Part-Time Students with up to two dependants under 12 years of age may be eligible to receive $40 per week of study. Students with three or more dependants may be eligible to receive $60 per week of study.

Grant for Part-Time Studies
Part-Time Students may be eligible to receive $1,200 per federal student loan year.

For more information visit:
CanLearn.ca