



**PART-TIME STUDENT LOAN AND GRANT APPLICATION 2015-2016**

<b>CANADA STUDENT LOANS PROGRAM</b>	Province / Territory in which you are a resident <b>Please see Page 5 for Residency definition</b>	Student Number (if applicable)	Social Insurance Number (SIN)
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**A. PERSONAL DATA**

Last Name		First Name	
Address While at School (Street, Rural Route, Post Office Box)			Apartment Number
City / Town	Province / Territory	Postal Code	Country
Area Code and Telephone Number While at School	Cell Phone Number While at School	Date of Birth (yyyy/mm/dd)	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Citizenship Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Protected Person		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 (if available), OR a copy of the Immigration and Refugee Board's Notice of Decision document, OR a copy of Citizenship and Immigration Canada's Verification of Status document.	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law		Do you wish to declare yourself as a student with a permanent disability? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, you must attach proof of your permanent disability (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 (or 12 and older, who have a permanent disability), during class hours for your current / proposed study period? \$		How many dependants do you have living with you full-time during your study period in each age group?  0 - 11 years of age ▶  12 years and older who <b>do not</b> have a permanent disability ▶  12 years and older who have a permanent disability ▶  <b>Please note that if you are applying in the province of New Brunswick or the Territory of Yukon and have dependants, you are required to submit a copy of the birth certificate for each dependant.</b>	
Permanent Address (Street, Rural Route, Post Office Box) (IF DIFFERENT FROM ABOVE)			Apartment Number
City / Town	Province / Territory	Postal Code	Country
Permanent Area Code and Telephone Number	Permanent Cell Phone Number	Email Address of Student	
Have you previously received a grant for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		▶ If yes, please attach a transcript of your marks for the period you received a part-time grant.	
Have you previously received a loan for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		▶ If yes, please attach a transcript of your marks for the period you received a part-time loan.	
If yes, were you successful in passing all course(s) for which you received a grant and/or loan? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**B. INCOME INFORMATION** (List all gross income from Line 150 of your 2014 Income Tax Return)

<b>YOUR INCOME</b>		<b>Total Income \$</b>
Your resources will be determined based on Line 150 of your 2014 Income Tax Return. If you have had no income, you must submit documentation explaining this situation. <b>Please note that if you are applying in the province or territory of SK, MB, NS, NL, PEI, or YT you must submit a copy of your Notice of Assessment for verification.</b>		
<b>YOUR SPOUSE'S/COMMON LAW'S INCOME</b>		<b>Total Income \$</b>
Your spouse's/common law partner's resources will be determined based on their 2014 Income Tax Return. If you have no income, you must submit documentation explaining this situation. <b>Please note that if you are applying in the province or territory of SK, MB, NS, NL, PEI, or YT, you must submit a copy of your spouse's/common law partner's Notice of Assessment for verification.</b>	Spouse's/Common Law's Social Insurance Number	

**Total combined** (YOUR and YOUR SPOUSE'S/COMMON LAW'S) gross **family** 2014 Income \$

**C. APPLICANT'S DECLARATION AND SIGNATURE**

Have you ever received a Canada Student Loan for full-time studies?  Yes  No

Have you ever received 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 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 ▶ \$**

**Borrowers in default of their full-time or part-time student loans are restricted from receiving all forms of further assistance until their loans are brought up to date.**

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.**

\_\_\_\_\_ 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.

\_\_\_\_\_ 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?	What is your program of study?
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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)	Start Date	End Date
<b>Example: Literature and Composition</b>	<b>ENGL 100</b>	<b>Correspondence course</b>		

<b>E. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION</b>			
Complete Section E and verify that all information provided in Section D is complete and correct.			
Period of Study Commencement Date yyyy/mm/dd	Period of Study End Date yyyy/mm/dd	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of study?  \$	What are the applicant's book and equipment costs for the period of study?  \$
What is the applicant's percentage of a full course load?  %	Number of Weeks of Study	Number of Courses per Week	What is the level of the applicant's program?  <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Master's Degree
What faculty / division is the program considered to be in?  <input type="checkbox"/> Administration / Business <input type="checkbox"/> Community Service <input type="checkbox"/> Health Sciences <input type="checkbox"/> Theology <input type="checkbox"/> Education <input type="checkbox"/> Agriculture / Related Sciences <input type="checkbox"/> Dentistry <input type="checkbox"/> Law <input type="checkbox"/> Trades <input type="checkbox"/> Arts / Sciences <input type="checkbox"/> Engineering / Technology <input type="checkbox"/> Medicine <input type="checkbox"/> Other (specify) _____			
<b>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.</b>			
Name of Authorized Officer of the Educational Institution		Title	Telephone Number
Signature of Authorized Officer			Date (yyyy/mm/dd)
Address of Educational Institution			Educational Institution Code

<b>F. TO BE COMPLETED BY THE PROVINCIAL/TERRITORIAL MINISTRY</b>			
Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of assistance to be provided <input type="checkbox"/> Canada Student Grant <input type="checkbox"/> Part-Time Canada Student Loan <input type="checkbox"/> Both		Field of study code
Family Size Including Applicant	Did the applicant successfully complete previously funded courses (loan funding)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the applicant successfully complete previously funded courses (grant funding)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Income	\$	Requested amount of assistance by applicant (if indicated)	\$
<b>TOTAL ASSISTANCE AUTHORIZED</b>			
Tuition and Compulsory Fees	\$	Part-Time Canada Student Loan	\$
Books / Equipment	\$	Grant for Students with Permanent Disabilities	\$
Transportation	\$	Grant for Part-Time Students with Dependants	\$
Child Care	\$	Grant for Part-Time Studies	\$
Miscellaneous	\$	Part-Time Provincial Student Loan	\$
<b>TOTAL EXPENSES</b>	\$	Provincial Grant	\$
Comments			

# Part-Time Canada Student Loan and Grant Application

## Provincial/Territorial Student Aid Offices

### **NEWFOUNDLAND & LABRADOR**

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

### **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](http://www.studentloan.pe.ca)

### **NOVA SCOTIA**

Student Assistance Office  
Department of Labour and Advanced Education  
2021 Brunswick Street  
PO Box 2290, Halifax Central  
Halifax, NS B3J 3C8  
Tel.: (902) 424-8420  
Fax: (902) 424-0540  
[www.novascotia.ca/studentassistance/](http://www.novascotia.ca/studentassistance/)

### **NEW BRUNSWICK**

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

### **MANITOBA**

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

### **SASKATCHEWAN**

Student Service Centre  
Ministry of Advanced Education  
1120 - 2010 12th Avenue  
Regina SK S4P 0M3  
Tel.: (306) 787-5620  
Toll Free: 1-800-597-8278  
Fax: (306) 787-1608  
[www.saskatchewan.ca/studentloans](http://www.saskatchewan.ca/studentloans)

### **\*QUÉBEC**

Service de l'accueil et des renseignements  
Aide financière aux études  
1035, rue De la Chevrotière  
Québec, QC 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](http://www.afe.gouv.qc.ca)

### **\*\*ONTARIO**

Student Financial Assistance Branch  
Ministry of Training, Colleges and Universities  
Ontario Student Assistance Program (OSAP)  
PO Box 4500  
189 Red River Road 4th Floor  
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  
[www.ontario.ca/osap](http://www.ontario.ca/osap)

### **\*NORTHWEST TERRITORIES**

Student Financial Assistance  
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](http://www.nwtsfa.gov.nt.ca)

### **\*\*ALBERTA**

Student Aid Alberta  
PO Box 28000 STN MAIN  
Edmonton AB T5J 4R4  
Toll Free: 1 855-606-2096  
Fax: (780) 422-4516  
[studentaid.alberta.ca](http://studentaid.alberta.ca)

### **\*\*BRITISH COLUMBIA**

Ministry of Advanced Education  
StudentAid BC  
PO Box 9173  
Stn Prov Govt  
Victoria, BC V8W 9H7  
Telephone:(toll free from Canada & USA) 1-800-561-1818  
Telephone: (from outside North America) 250-387-6100  
Fax: (toll free) 1-866-312-3322  
Fax: 250 356-9455  
[www.studentaidbc.ca](http://www.studentaidbc.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](http://www.gov.nu.ca/education)

### **YUKON TERRITORY**

Student 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](http://www.education.gov.yk.ca)

#### **Note:**

- \* The province of Quebec 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, British Columbia, and Ontario use a different application form for part-time assistance. If you are a resident in one of these provinces, you should contact your provincial student aid office as listed above or review their website to obtain the proper application form.

**Aussi disponible sur demande en français**

## Application for Assistance for Part-Time Studies

The *Canada Student Loans Act and Regulations (CSLA)* and / or the *Canada Student Financial Assistance Act and Regulations (CSFAA)* 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 (CSG) - 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 CSL assistance as well as CSG 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 (SIN) 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 your Notice of Assessment (and spouse's or common law's, if applicable) to the appropriate authority in the province in which you last resided for at least 12 months in a row (not including time spent as a full time post-secondary student). (See list of Appropriate Authorities on Page 4 of the application).

**Residency definition: The province or territory of residence of a part-time student is where they have last lived for at least 12 months in a row, not including time as a full-time post-secondary student (but including time as a part-time post-secondary student).**

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

#### Note to Applicants with Permanent Disabilities

The CSLP provides for the option of being considered Full-Time or Part-Time for students with permanent disabilities taking between 40% and 59% of a Full-Time course load and additional assistance for students 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 and you require additional funding to offset exceptional, education-related costs related to your permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your Educational Institution and apply for the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities (CSG-PDSE). Students who wish to apply for this grant, provided through the CSLP, must fill out a separate application.

#### Notice of Collection of Personal Information

Your personal information is collected under the authority of the CSFAA, the CSLA, and the Privacy Act for the purpose of administering the CSLP.

The SIN is collected by the Minister of Employment and Social Development under the express authority of the CSFAA and in accordance with the Treasury Board Secretariat Directive on Social Insurance Number. The SIN will be used for the administration of the CSLP under the CSFAA. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the CSLP. Completion of this agreement is voluntary; however failure to provide your personal information will result in not being considered for a CSL.

For the purpose of the administration and/or enforcement of the CSFAA or the CSLA the information collected on this form will be shared with provincial governments, financial institutions and the National Student Loans Service Centre. It could also be shared with other federal government institutions, and any previous lender.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of Employment and Social Development Canada (ESDC) may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal Information is administered in accordance with the CSFAA, the CSLA, and the Privacy Act. You have the right to, the protection of, and access to, your personal information. It will be retained in Personal Information Bank ESDC PPU 030. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following web site address: <http://www.infosource.gc.ca>. Info Source may also be accessed on-line at any Service Canada Centre.

CONTINUED ON REVERSE

## TERMS AND CONDITIONS

### 1. **Eligibility for Program Assistance**

The Canada Student Loans Program (CSLP) 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 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 CSLs;
- 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 CSL for the first time; and
- have not reached the maximum \$10,000 in Part-Time CSL at any one time.

**Note:** If you are in default on Part-Time and / or Full-Time CSLs 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 CSLP by contacting the National Student Loans Service Centre (NSLSC) at 1-888-815-4514.

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

- Tuition including compulsory fees;
- 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 (as per Line 150 of their 2014 Income Tax Return(s)). The combined gross family income (income before deductions) will determine eligibility for CSLs and Grants.

### 4. **Assistance Provided**

Eligible applicants under the CSLP 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. Interest does not accrue during the study period on Part-Time loans.

### 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 CSLs, you must fully answer any questions concerning them.

**Note: You must negotiate all CSLs, Full-Time and Part-Time, at the NSLSC.**

## **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 Services and Equipment for Students with Permanent Disabilities**

Part-Time Students with permanent disabilities may be eligible to receive up to \$8,000 to help offset exceptional, education-related costs. Applicants must complete a separate application form to apply for this grant.

### **Grant for Part-Time Students with Dependants**

Part-Time Students with up to two dependants under 12 years of age (or older if the dependant has a permanent disability) may be eligible to receive \$40 per week of study up to a maximum of \$1,920. Students with three or more dependants may be eligible to receive \$60 per week of study up to a maximum of \$1,920.

### **Grant for Part-Time Studies**

Part-Time Students may be eligible to receive up to \$1,200 per student loan year.

For more information visit:

**CanLearn.ca**