Pre-Study Report Instructions

If you are eligible for a Prince Edward Island Student Loan, or wish to appeal your assessment you must complete and submit the enclosed Pre-Study Report form. Please ensure that all required supporting documentation is included with your form. You may submit your completed Pre-Study Report form on the first day your classes begin but not before, your workterm has ended.

If you do not return your completed Pre-study Report form along with all required supporting documentation, you will not receive any provincial student loan funding.

Your Pre-study Report form will be processed faster if your completed form and all supporting documentation are submitted at the same time.

**Deadlines for Pre-Study Report forms:**

University or college students in a traditional two-semester system starting in September

⇒ March 8, 2013

All other students

⇒ Six weeks prior to your period of study end date

**IMPORTANT:** Submit to your lenders/service provider(s) a Confirmation of Enrollment Form or Copy 22A of your Canada Student Loan document to maintain interest-free status as soon as possible after your academic year begins. If you fail to submit this documentation, your lenders/service provider(s) will expect you to start making payments. Please visit www.studentloan.pe.ca for more information on maintaining interest-free status for Canada and Prince Edward Island Student Loans.

Please read the reverse side carefully for instructions on how to cash your Canada Student Loan.

If you have any questions, you may call (902) 368-4640 (collect calls accepted) or email to studentloan@gov.pe.ca. You can also get status information on your file on the internet at: http://www.studentloan.pe.ca
How to Cash Your Canada Student Loan

Step 1: Where do I pick up my Canada Student Loan Document?

If you are attending a school **within the Atlantic region**, your Canada Student Loan Certificate of Eligibility (Loan Document) will be forwarded to the student accounts office at your school.

If you are attending a school **outside the Atlantic region**, your Canada Student Loan Certificate of Eligibility (Loan Document) will be mailed to the permanent address listed on your application. You must have the student accounts office of the school you are attending sign the Canada Student Loan Certificate of Eligibility (Loan Document).

Step 2: What else do I need?

You must have two pieces of government identification and a pre-printed personalized void cheque or direct deposit form. Your documentation must include:

- One piece of Government issued photo ID (driver’s license, passport or citizenship card) and;
- One piece of ID to verify your Social Insurance Number (copy of your SIN card or any official Government of Canada Document with your Social Insurance Number – this could be your Notice of Assessment from your Income Tax and Benefit Return);
- A void cheque or complete banking information including bank ID, transit #, and account #.
  (Note: If the name on the void cheque is different than your name, please provide a letter explaining why.)

Step 3: Where do I take my Canada Student Loan Document?

If you are studying within Canada, you must personally deliver your Loan Document, and your voided cheque (see step 2) to a designated Canada Post outlet or an onsite kiosk at your educational institution. You must have your identification and Social Insurance Number with you at that time. The National Student Loan Service Centre will send your school the amount that is owed to them. Any remaining funds will be transferred into your bank account within 5 to 10 business days. If you have not provided a void cheque or your banking information is inaccurate, a cheque will be mailed to you within two weeks. If a designated Canada Post outlet is not accessible to you, please call the National Student Loans Service Centre (NSLSC) for further instructions.

If you are studying outside Canada, please mail your Certificate of Eligibility/Student Loan Agreement, void cheque, and a legible photocopy of your government issued photo ID and Social Insurance Number information to the National Student Loan Service Centre, Box 4030, Mississauga, ON L5A 4M4.

National Student Loan Service Centre
1-888-815-4514 (within North America)
1-800-2-225-2501 (outside North America plus appropriate country code)

[www.studentloan.pe.ca](http://www.studentloan.pe.ca)

Please read the reverse side carefully for your Pre-Study Report Instructions ➔
This form must be completed in order to:

1) Confirm your eligibility for a Prince Edward Island Student Loan.
2) Appeal your student loan assessment, or request additional funding
   (See our website at www.studentloan.pe.ca for information.)

Social Insurance

Last Name Given Name Middle Initial Telephone Number

Address Where Living (While In School) City Province Postal Code

Name and Address of Education Institution Student ID Number

I. Pre-Study Period

A) Employment Details During Pre-Study Period. Check the box that applies to you.

☐ 1 I was Employed or collecting Employment Insurance Benefits during all or a portion of my pre-study period.

☐ 2 I was a full-time student for the 18 weeks before this study period OR was studying part-time and unable to work for my full pre-study period.

☐ 3 I was not able to work for all or part of my pre-study period because of illness. (Verify)

☐ 4 I was not able to find a full-time job for my entire pre-study period or I only worked part-time.
   (Section C)

☐ 5 I was not able to work because I was caring for my children.

B) Pre-Study Income. You MUST send a letter from your employer(s) verifying your gross income and the dates you received the income.

(i.e., a letter from your employer(s), Service Canada re: E.I., etc.) If you were self-employed, you must send a statement showing your income and expenses, and the dates you received the income and incurred the expenses. PAY STUBS ARE NOT ACCEPTABLE.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Employer’s Name and Address (include province)</th>
<th>Gross Earnings (Earnings before any deductions)</th>
<th>Number of Weeks</th>
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Total $__________

C) Job Search. If you checked number 4 in section A, provide the following information from the employers from whom you sought full-time employment.

<table>
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<tr>
<th>Name of Business</th>
<th>Name &amp; Title of Official</th>
<th>Signature of Official</th>
<th>Telephone Number</th>
<th>Date Applied</th>
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D) Where did you live during your pre-study period?

☐ I lived at a parent/relative’s home

☐ I lived with my spouse

☐ I lived away from parent/relative’s home: __________________________

Pre-Study Period Address

Be sure to complete the reverse side of this form.
2. Study Period Information

A) What type of accommodations will you have during the academic year?  
- Parental residence (including relatives)  
- Student residence  
- Rental accommodations  
- Homeowner

B) Are you working or do you expect to work part-time while studying?  
- Yes  
- No  

If yes, provide the number of weeks you will be working ________ and your gross weekly income $__________

C) Have you received or will you receive financial assistance from a source other than Student Financial Services?  
- Yes  
- No  

If yes, list below the type of assistance (e.g. scholarship, bursary, fellowship, assistantship, sponsorship, etc.) and the amount.

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<tr>
<th>Type of Assistance (include awards reported on your original application)</th>
<th>Amount</th>
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D) Are you receiving or do you expect to receive any Government Benefits while studying?  
- Yes  
- No  

(Examples include: Employment Insurance Benefits, Skills PEI funding, Income Support, Pension Benefits, Workers Compensation, Indian and Northern Affairs Canada, Citizenship and Immigration Canada, etc.)

If yes, list below the type of benefit(s), the gross weekly or monthly amount and provide verification. (e.g. current EI Benefit stub)

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<th>Type of Benefit</th>
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**IMPORTANT NOTICE:**

Your Pre-Study Report will not be processed until all documentation has been included.

- Verification of your pre-study period income.
- Verification of your spouse’s income during your pre-study period income, if applicable.
- Verification of your government benefits, if applicable.

3. Declaration

I declare that the above information is correct to the best of my knowledge and should my academic standing or financial resources/income change; I agree to notify Student Financial Services immediately.

I agree to allow Student Financial Services to collect additional information about me and exchange information about me with any level of government in Canada and its agencies, educational institutions and financial institutions.

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<tr>
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<th>SIGN HERE</th>
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Date | Student’s Signature (in ink)

**PRE-STUDY REPORT DEADLINE:** MARCH 8, 2013 for university or college students attending a traditional two-semester program starting in September, OR six weeks prior to the study end date for all other programs. Your Pre-Study Report should be submitted as soon as possible after your program begins.