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Date received yyyy/mm/dd	Institution Code
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PART-TIME STUDENT LOAN AND / OR CANADA STUDY GRANT / CANADA ACCESS GRANT APPLICATION
CANADA STUDENT LOANS PROGRAM

Province to which you are applying	Student number (if applicable)	Social Insurance Number
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A. PERSONAL DATA

Last name		First name	
Current address (street, rural route, post office box)			Apt. no.
City / Town		Province	Postal code
Area code and telephone no.	Date of birth yyyy/mm/dd	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Citizenship status <input type="checkbox"/> Protected Person <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Other		How many <i>dependent</i> children do you have <u>living with you full-time</u> 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.	
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?		\$	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.	

B. REASON FOR PART-TIME STUDY

In order to assist the provincial authority in determining your eligibility for a High-Need Part-Time Canada Study Grant, please indicate by checking the appropriate reason(s) that apply to you, why you are pursuing your studies on a part-time basis rather than on a full-time basis. If there are other considerations that you feel are pertinent, please indicate them in the space provided.

- I am a single parent, responsible for the primary care of my dependent children, who are living with me full-time during my period of studies
- I am responsible for the primary physical and financial care of elderly dependent(s) requiring supervised care and / or dependent(s) with a permanent disability requiring supervised care
- I am a mature student restricted to conditional studies by my school (e.g.: maximum 2 courses)
- I am permanently disabled and due to my disability I am unable to undertake at least 40% of a full-time course load. (You must attach proof of your disability, e.g., medical certificate, learning disability assessment)
- I am studying part-time to improve my grades
- I am studying part-time due to excessive debt payments (charge accounts, car loan payments, etc.)
- I could not take full-time studies as the courses I wished to take were not available
- I am studying part-time as the financial cost of studying full-time is excessive
- I only require a few courses to complete my program of studies

Other (please explain)

Have you previously received a Canada Study Grant for part-time studies? Yes No ▶ If yes, were you successful in passing all course(s) for which you received the Canada Study Grant? Yes No ▶ If "yes", please attach a transcript of your marks for the period you received the Canada Study Grant.

C. INCOME AND ASSET INFORMATION

If your marital status is married or common-law, your spouse's/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 <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> 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 <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> 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. ▶ \$
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D. APPLICANT'S DECLARATION AND SIGNATURE

Have you ever negotiated a Canada Student Loan for full-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever negotiated a Canada Student Loan for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", and you have not yet paid the loan in full, what is the total principal and capitalized interest outstanding of your <u>part-time loan</u> . ▶ \$
Are you currently in default of a Canada Student Loan for part-time and / or full-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Canada Study Grant / Canada Access Grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the <i>Canada Student Financial Assistance Act</i> . 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 Canada Study Grant (CSG), 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 CSG funding and possible legal action by the Government of Canada. I understand that, in respect of a Canada Student Loan, if I knowingly make a false statement or misrepresentation in an application or other document or wilfully furnish any false or misleading information I am guilty of an offence under the <i>Canada Student Loans Act</i>, and / or <i>Canada Student Financial Assistance Act</i> 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)

E. 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

F. 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? <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) _____			

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

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

G. TO BE COMPLETED BY THE PROVINCIAL MINISTRY

Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of assistance to be provided <input type="checkbox"/> CSG / CAG <input type="checkbox"/> Part-Time Loan <input type="checkbox"/> Both	Field of study code
Total Income and Assets \$	Total amount of previous HNPT CSG awarded to applicant for the current loan year (August 1 to July 31), if any Note: cannot exceed \$1,200 per loan year \$	
Tuition Fees \$	Did the applicant successfully complete previously CSG/CAG funded courses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Books / Equipment \$	Requested amount of assistance by applicant (if indicated) \$	
TOTAL ASSISTANCE AUTHORIZED		
Transportation \$	Part-time CSL approved \$	
Child Care \$	Provincial part-time loan approved \$	
Miscellaneous \$	HNPT CSG approved NOTE: Cannot exceed \$1,200 per loan year \$	
TOTAL EXPENSES \$	Provincial grant approved \$	
	Canada Access Grant for Students with Permanent Disabilities approved \$	

Comments

CANADA Student Loans



PROGRAM

Part-Time Student Loan and / or Canada Study Grant Application

Provincial 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.edu.gov.nl.ca/studentaid

NEW BRUNSWICK

Student Financial Services
Department of Post-Secondary Education and Training
548 York Street
PO Box 6000
Fredericton NB E3B 5H1
Tel.: (506) 453-2577
1-800-667-5626
Fax: (506) 444-4333
www.studentaid.gnb.ca

†QUÉBEC

Direction générale d'aide financière aux étudiants
Ministère de l'éducation
1035, rue de la Chevrotière, 21^{ème} étage, Édifice G
Québec QC G1R 5A5
Tel.: (418) 646-5425
(418) 646-4505
Fax: (418) 644-1715
www.afe.gouv.qc.ca

***ALBERTA**

Alberta Students Finance
PO Box 2800 STN MAIN
Edmonton AB T5K 4R4
Tel.: (403) 427-3722
1-800-222-6485
Fax: (403) 422-4516
www.alis.gov.ab.ca

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
16 Fitzroy Street 3rd Floor
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.studentaid.gov.mb.ca

ONTARIO

Student Support Branch
Ministry of Training, Colleges and Universities
189 Red River Road, 4th Floor
PO Box 4500
Thunder Bay ON P7B 6G9
Tel.: (807) 343-7260
1-800-465-3958 (Ontario only -TDD)
1-807-343-7260 (for students attending post
secondary institutions outside Ontario)
1-866-330-3331 (toll free) for students to check the
status of your application
<http://osap.gov.on.ca>

***BRITISH COLUMBIA**

Ministry of Advanced Education
Student Services Branch
PO Box 9173 Strn Prov Govt
Victoria BC V8W 9H7
Tel.: (250) 387-6100
Fax: (250) 356-9455
www.bcsap.bc.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
Saskatchewan Advanced Education and Employment
Box 650
4635 Wascana Parkway
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 Study 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.
- Canada Access Grant (CAG) - financial assistance awarded to qualifying students with a permanent disability to help cover education and living costs.

This application form will be used to assess your eligibility for part-time **Canada Student Loan** assistance as well as **Canada Study Grant** assistance for part-time studies and **Canada Access 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, D** and **E** of the attached application form.
- Have the Educational Institution at which you are going to be pursuing your part-time studies complete Section **F**.
- Submit the completed application form, along with proof of your current income (and spouse's/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 High-Need Part-Time Canada Study Grant, you must also provide documentation indicating successful completion of all previously CSG 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 CSG 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 **F** on the attached application and verify that all information provided in Section **E** 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, or, in the case of a person with a permanent disability, enrolled in 20-39% of a full course load;
- Pass a credit check if you are 22 years of age or older and applying for a Canada Student Loan for the first time;
- Must not have more than \$4,000 in part time CSL's at any one time;
- For the purposes of CSG eligibility, demonstrate to the satisfaction of the appropriate provincial authority that you are unable to qualify for enrolment in at least 60% of a course load recognized by the designated educational institution as a full course load for a full-time student.

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 of your loan. 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. Contact the National Student Loans Service Centre Public Division, 1-888-815-4514 or Private Division, 1-866-587-7452.

CONTINUED ON REVERSE

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

- Compulsory school fees, including tuition;
- Books and equipment;
- Transportation to and from classes;
- Child care costs incurred to attend classes;
- 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/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 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

The first interest payment on a Canada Student Loan for part-time studies is due 30 days after the loan is issued. Payments on principal shall be deferred and interest only payments can be made while a student is in confirmed part-time studies, and up to 6 months following completion of studies. The borrower has the option to apply principal payments during the deferment period.

Principal and interest payments are required beginning the first day of the seventh month after completion of studies.

6. Verification

Applicant (and spouse/common law) must sign a waiver releasing income tax data for verification.

Applicant (and spouse/common law) will 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 Canada Student Loan, knowingly makes any false statement or misrepresentation in an application or other document or wilfully furnishes any false or misleading information is guilty of an offence under the *Canada Student Loans Act* and / or *Canada Student Financial Assistance Act* and is liable for a fine or summary conviction.

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 Study Grants (CSG) for High-Need Part-Time Students

Canada Study Grants are intended to assist high-need students in part-time studies who are unable to meet the eligibility requirements of the full-time loan program. Grants may be available for up to \$1,200 per loan year from the federal government, and additional assistance may be available in some provinces, to cover the allowable education costs of eligible part-time students. CSG funding is limited and although every effort will be made to assist as many students as possible, not all applicants may receive funding.

You will be notified by the appropriate authority whether a Canada Study Grant and / or a Part-time Canada Student Loan will be issued to you.

Part-time CSG recipients are required to successfully complete all CSG funded course(s) in order to be eligible for subsequent grants for **future studies**. If you received a CSG for part-time studies in a previous / current academic year, your application must include documentation (e.g., a transcript of marks or a letter of verification from a school official) indicating successful completion of the previous course(s).

Checklist

Part-time Canada Student Loan/ Canada Study Grant Applications Require the Following Application Information

Did you....

- Complete all sections of the application.
- Date and sign the application.
- Include your middle name.
- List all gross income (actual/expected) for the 12-month period ending with the last month of current or proposed period of study for student and spouse (if applicable).
(For example, if your course ends on December 31, you and your spouse (if applicable) must list all income from last January up to the date of this application, and estimate your expected income up to the end of December.)
- Indicate dates for each period of employment and unemployment, if more than one.
- Attach current cheque stubs for all income for both student and spouse (if applicable). If you are self-employed, please include your official Income Tax and Benefits Return (T1 and Schedule 1) as well as a current estimate of income.
- Attach your and your spouse's (if applicable) most current official Income Tax and Benefits returns (T1 and Schedule 1). Contact Canada Revenue Agency at 1-800-959-8281 for copies.
- Provide verification of all dependants (i.e., photocopy of birth certificate or health care card).
- If you listed dependants and are a single parent, please indicate custody arrangements and provide verification.
- If a dependant is 19 years of age or older, indicate if the dependant is a student or disabled. If dependant student is applying for student loan funding, provide SIN number.
- If you received a previous Canada Study Grant, provide a transcript of marks for the period in which you received the Canada Study Grant.
- Make sure the educational institution completed Page 3, Section F of the application.
- Deadline dates are strictly enforced. Refer to the "Focus on Your Future" program guide or online at www.studentloan.pe.ca for more program details.

*Applications and supporting documentation
will not be photocopied or returned.*

**Failure to complete application properly and
provide required documentation could result in processing delays.**