



Richard Brown  
Minister of Innovation and Advanced Learning

### Message from the Minister

Dear Student:

Thank you for accessing Focus on Your Future, the 2008-2009 PEI Student Financial Assistance Program Guide. It is an important step in your decision to obtain a post-secondary education.

Student Financial Services offers a variety of financial aid programs that may be available to help with the cost of your post-secondary education. This guide will give you an understanding of the assistance programs that are available.

Today's labour market is demanding higher skill and education levels and government is encouraging students to continue their education after high school.

The Department of Innovation and Advanced Learning is committed to building an educated, skilled workforce to create a better future for all Islanders.

Best of luck with your studies,

A handwritten signature in cursive script that reads "Richard Brown".

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## Section 1: Changes this Year

### 1.1 Processing Changes

**New Deadline Dates** - All applications must be submitted by **July 18, 2008** to guarantee the loan application is processed before classes start in September. For all other deadlines, please see **Section 12**.

**Notification of Temporary and Final Assessments** - Students will be notified by mail when their Temporary and Final Assessments are available to view online.

**George Coles Bursary** - Beginning September 2008, eligible Island students registered in their first year of study in a full-time degree/diploma/certificate program at UPEI will receive a \$2,000 George Coles Bursary, a \$400 Island Student Award in second year, and a \$600 Island Student Award in both third and fourth years of study. Eligible Island students registered full-time in a minimum 12-week program at Holland College will receive varying amounts depending upon the rate of tuition.

**Tax Information** - Beginning June 2008, students no longer have to submit income tax documents with their loan application. Students and (if applicable) their parents or spouses will return a consent form to Student Financial Services permitting Canada Revenue Agency to send the required information in a safe and secure manner.

**Transcripts or Marks** - Beginning June 2008, most students will no longer have to submit a copy of their transcripts or marks with their loan application. Students will be notified by mail if Student Financial Services requires proof of successful completion of their previous study period.

**Proof of Siblings/Dependents** - Beginning June 2008, students no longer have to submit proof of their siblings with their loan application.

Check [www.studentloan.pe.ca](http://www.studentloan.pe.ca) for up to date program information and changes.

## Section 2: Before You Apply

### 2.1 How Will I Pay for My Education?

Post-secondary education is a big investment! It is important that you plan ahead to ensure that you are able to finance the program of your choice.

If you have been wondering how you will pay for your post-secondary education you should be aware of all your options.

A student loan is just one of the many choices to consider when you are deciding how to pay for your program. It is a good idea to explore all other financial opportunities first - including employment earnings and scholarships, to minimize your debt load.

**Some of these other options may include the following:**

- Existing funds/personal savings.
- Family contributions.
- Registered Education Savings Plan (RESP).
- Jobs - full/part-time work.
- Bursaries and scholarships.
- Co-op Programs.
- Bank loans.
- Employment Insurance benefits and/or training allowances.
- Pension benefits (including Canada Pension and Superannuation).
- Assets/investments (Stocks, Bonds, GICs, RRSPs, etc.).



## Section 3: Are You Eligible?

### 3.1 General Eligibility Criteria

To be eligible for a Canada and/or Prince Edward Island Student Loan, you must:

- be a **Canadian citizen, permanent resident** (landed immigrant), or **Protected Person of Canada**, as defined under Canadian Immigration Legislation;
- be a **Prince Edward Island resident**. (Generally, you are a resident if you have lived in Prince Edward Island for the last 12 consecutive months before your study period, not including time spent in post-secondary studies). If you are unsure if you are a PEI resident go to our Resident Status section on our website;
- be able to show that you have **financial need**. This means that your resources do not cover the costs of your education and living while you are attending your educational institution. Eligible costs are provided by the Canada Student Loans Program;
- be enrolled in a **degree, diploma or certificate program** of at least 12 weeks in length at a designated post-secondary educational institution (if not, you may be eligible for a part-time student loan, see **section 15** for more information);
- pass a **credit check** if you are 22 years of age or older and applying for a student loan for the first time; and
- have **successfully completed** at least 60% of a full-time course load during the last year in which you had a student loan.

For full-time studies, you must meet the above general criteria and:

- be enrolled in at **least 60% of a full course load**. Students with permanent disabilities must be enrolled in at **least 40% of a full course load**.

For part-time studies, you must meet the above general criteria and:

- be enrolled in **20 to 59% of a full course load**. See section 15 for details.

### 3.2 Successful Completion

Students must successfully complete at least 60% of a full-time course load in each study period. Failure to maintain a satisfactory scholastic standard during this period will result in the loss of eligibility for financial assistance.

**Important: After two unsuccessful study periods, you may not be eligible for further student loan funding.**

### 3.3 Eligibility Limits

There are limits to the assistance you can receive from Prince Edward Island Student Financial Services.

- **Number of certificates, diplomas, and degrees** - Generally funding will not be provided for a second certificate, diploma or degree, unless the first one is a prerequisite for the second.
- **Length of Study** - You are eligible for assistance for up to the number of years in your program of study plus one additional year.
- **Lifetime Limit** - If you are a full-time student receiving a Canada/PEI Student Loan for the first time on or after August 1, 1995, you are eligible to receive student financial assistance for 340 weeks of post-secondary study. This may be extended for an additional 60 weeks if you are enrolled in doctoral studies. **The maximum loan you can receive is \$375 per week of study.**

**Changing programs does not grant you additional time to complete your studies.**

## Section 4: About Your Loan

### 4.1 PEI Student Financial Services

PEI Student Financial Services provides financial assistance on the basis of **your calculated need**, as determined by Student Financial Services. It is important to remember that not everyone is eligible for a loan and not everyone receives the maximum amount. The financial assistance you receive is **based on the assessment formula** which considers your total educational costs and your financial resources. This assistance may be provided in the form of a student loan or a grant.

It is important to realize that a student loan is a loan and is a financial obligation that you will **have to pay back** in the future. You should know how much you are receiving for a loan and also what your obligations are concerning your loan. Students are responsible to keep up-to-date on their student loan accounts.

### 4.2 One Application for Two Loans

PEI Student Financial Services administers **both the federal and provincial student loan programs**. Because we look after both programs, only one application has to be completed to apply for both federal and provincial loans.

## Section 5: Full-Time Programs

### 5.1 What is Available for Full-time Students

#### A. Loans You Have to Pay Back

- I. Canada Student Loan - provides up to \$210 per week of study
- II. PEI Student Loan - provides up to \$165 per week of study

**Did you know that you might qualify for a grant?**

The maximum amount you can receive from both loans combined is **\$375 per week of study**. For example, if you are attending a 34-week fall/winter university program, the maximum student loan available is \$12,750 (\$375 per week times 34 weeks).

Your Canada Student Loan is generally distributed at the beginning of your study period; your PEI student loan is generally distributed at the midpoint of your study period. Depending on your calculated need you may only be receiving a Canada Student Loan.

#### B. Assistance You Don't Have to Pay Back

You may also qualify for non-repayable financial assistance. You may have to apply and qualify for a Canada Student Loan and/or PEI Student Loan to receive these awards so please read the following information carefully.

- I. **Canada Access Grant for Students from Low-Income Families - one-time grant of 50% of tuition up to \$3,000.**

You are eligible if you are a dependent student in your very first year of post-secondary studies and your family's income is low enough to qualify for the National Child Tax Benefit Supplement. This grant will replace a portion of your Canada Student Loan. You are automatically assessed for this Canada Access Grant when you apply for a student loan - **you do not need to apply for this grant**.

- II. **Canada Access Grant for Students with Permanent Disabilities - up to \$2,000 grant per year issued before any Canada or PEI Student Loan funding.**

To be considered for this grant you must answer **yes** to Section 400 on your student loan application. To be eligible for this grant you must have qualified for student loan funding and have verified that you are a student with a permanent disability. Medical documentation is required for a medical disability and a learning assessment is required for a learning disability. **You do not need to apply for this grant**.

- III. **Canada Study Grant for Full-time Students with Dependants - up to \$60 per week of study.**

This grant is available to full-time students with dependants whose financial need exceeds \$275 per week. Students with one or two dependants may receive up to **\$40 per week**; students with three or more dependants may receive up to **\$60 per week**. You are automatically assessed for this Canada Study Grant when you apply for a student loan - **you do not need to apply for this grant**.

#### IV. Canada Study Grant for the Accommodation of Students with Permanent Disabilities - up to \$8,000 per loan year.

This grant is provided to students with exceptional education-related costs associated with a permanent disability. Some examples of services or equipment that may be eligible for funding are: note taker, tutor, interpreter, alternate format materials, specialized equipment, and technical aids. To be eligible, you must have a permanent disability that limits your ability to perform the daily activities necessary to fully participate in post-secondary studies. You must also have financial need as determined by Student Financial Services.

**Reminder**  
**Deadline dates for**  
**completed applications**  
**and documentation are**  
**in effect.**  
**See Section 12**

**You must submit a separate application for this Canada Study Grant along with your student loan application - this form is available on our website.** You must provide verification of your disability (medical certificate, learning disability assessment, etc.) and confirmation of your need for disability-related services or equipment. Verification must come from a qualified person outlining how you would benefit from the equipment or services as it relates to your disability. Qualified people may be a Vocational Rehabilitation Services (VRS) case worker; an official at a centre for students with disabilities; a guidance counselor or financial aid administrator at the post-secondary institution you are attending, etc. Contact PEI Student Financial Services for further information.

#### V. Canada Study Grant for Women in Certain Doctoral Studies - up to \$3,000 annually for up to three years.

**You must first apply and qualify for full-time student loan funding and then submit a separate application for this grant.** This grant is available to women taking doctoral (Ph. D) level studies in selected non-traditional fields where women are under-represented. Contact PEI Student Financial Services for more information.

#### VI. George Coles Bursary

**To be eligible for the George Coles Bursary you must:**

- be a Prince Edward Island resident;
- be enrolled in a program leading to a post-secondary degree, diploma or certificate;
- be a first time student at the educational institution in the first year of a program;
- be enrolled in a first-degree/diploma/certificate program;
- be enrolled full-time for a period of at least 12 consecutive weeks; and
- not receiving financial support from the Skills Development Program.

There is **no application required** for the George Coles Bursary; educational institutions will identify eligible full-time students. PEI Student Financial Services will forward payment directly to your educational institution to be applied to your student account.

#### U.P.E.I.

Beginning September 2008, eligible Island students registered in a full-time first level program at UPEI will receive a \$2,000 George Coles Bursary in their first year of study.

#### HOLLAND COLLEGE

Eligible Island students registered full-time in a program at least 12 weeks long at Holland College will receive varying amounts depending upon the rate of tuition.

##### **Tier 1 Tuition \$3,200**

Eligible students will receive a \$1,000 George Coles Bursary and a \$1,000 Island Skills Award in their first year and a \$1,000 Island Skills Award in their second year.

##### **Tier 2 Tuition \$4,500**

Eligible students will receive a \$1,500 George Coles Bursary and a \$1,000 Island Skills Award in their first year and a \$1,000 Island Skills Award in their second year.

##### **Tier 3 Tuition \$5,500 and up**

Eligible students will receive a \$2,000 George Coles Bursary and a \$1,000 Island Skills Award in their first year and a \$1,000 Island Skills Award in their second year.

#### COLLÈGE ACADIE Î.-P.-É.

Eligible Island students registered full-time in a program at least 12 weeks long at Collège Acadie Î.-P.-É. will receive a \$2,000 George Coles Bursary in their first year and a \$1,000 Island Skills Award in second year.

**Please contact your school for your tuition amounts.**

**VII. Island Student Award** - UPEI students receive a \$400 Award in second year, and a \$600 Island Student Award in both third and fourth years of study.

**To be eligible for the Island Student Award you must:**

- be a resident of Prince Edward Island; and
- be enrolled full-time in both the fall and winter semesters at UPEI.

**VIII. Island Skills Award - \$1,000 per year of study for up to four years (\$4,000 life time maximum).**

**To be eligible for the Island Skills Award you must:**

- be a resident of Prince Edward Island;
- be a full-time student at either Holland College or La Société Éducative and enrolled in a program that is greater than 12 weeks in length; and
- not be receiving Skills Development Funding from HRSDC.

There is **no application required** for the Island Skills Award; educational institutions will identify eligible full-time students. PEI Student Financial Services will forward the payment directly to your educational institution to be applied to your student account.

**IX. Prince Edward Island Debt Reduction Grant - up to \$2,000 per year of study, with the maximum funding based on the required length of the program plus 1 year.**

This grant is paid to the lending institution(s) that cashed your provincial student loan. **You must apply for this grant within 1 year of your graduation date.**

**You are eligible for a Debt Reduction Grant if:**

- your combined Canada and PEI Student Loan net yearly debt is over \$6,000 in a given year;
- your debt includes a PEI Student Loan Funding greater than \$100; and
- the academic year(s) you are applying for are part of the program you graduated from.

**X. Millennium PEI Access Grant**

In a three-year joint initiative between the Government of PEI and the Canada Millennium Scholarship Foundation, students from low income families, in their second year of post-secondary education on Prince Edward Island will receive \$1,800 in grant support to assist with their post-secondary education. **You do not need to apply for this grant.**

**You are eligible for a Millennium PEI Access Grant if:**

- you are enrolled as a full-time student in the second year of post-secondary education study of at least two years in duration; and
- you are considered a dependent student (**see Section 6**) and come from a family whose combined parental income falls within the range of entitlement (based on the National Child Benefit Supplement);

**XI. Canada Millennium Scholarship Foundation Bursary - Millennium Bursaries are issued to eligible students in amounts between \$2,000 and \$4,000.**

You are automatically considered for a Millennium Bursary when you meet the eligibility criteria outlined below and have submitted your completed Pre-study Report form. Pre-study Reports can be submitted on the first day that your studies begin. You must submit this form to be considered for this program. This bursary is provided to students with high financial need on a first come, first served basis until the yearly allocation of funding is exhausted. **The earlier you get your application and Pre-study Report in the better chance you have in receiving this bursary.**

Millennium Bursaries cannot exceed the outstanding PEI Student Loan balance for the current academic year. Bursaries are applied directly to your PEI Student Loan to reduce your debt for the current academic year only.

**You are eligible for a Millennium Bursary if:**

- you borrow more than \$8,000 in student loan funding per year, which must include a PEI Student Loan balance of at least \$2,000;
- you are attending a Canadian post-secondary institution and have successfully completed one year of post-secondary study;
- bursaries are available for up to four academic years of study towards **undergraduate** degrees, diplomas or certificates; and
- there is a lifetime maximum of \$20,000 or 32 months of study.

## Section 6: Student Category

### 6.1 Find Out Your Student Category

Find out which student category you are in by reviewing the section below. The following statements apply to the 2008-2009 school year.

#### You are a Dependent Student if:

- You have not been out of high school for at least four years (graduated previous to June 2004);
- You have not been in the labour force for two periods of 12 consecutive months while not studying full-time at a post-secondary institution; and
- You have never been married and you do not have legal custody of any children.

#### You are an Independent Student if:

- You have been out of high school for four years (graduated prior to June 2004); or
- You have completed two periods of 12 consecutive months in the full-time workforce with a minimum gross wage of \$7,500 per 12 month period while not studying full-time at a post-secondary institution; or
- Your parents are deceased and you have no legal guardian or sponsor; or
- You are separated/divorced/widowed and do not have legal custody of any children; or
- You are a permanent ward of a Child and Family Services agency.

#### You are a Single Parent student if:

- You are a single person with a dependant and have primary custody of that dependant; or
- You are separated/divorced/widowed and have legal custody of dependent children who live with you.

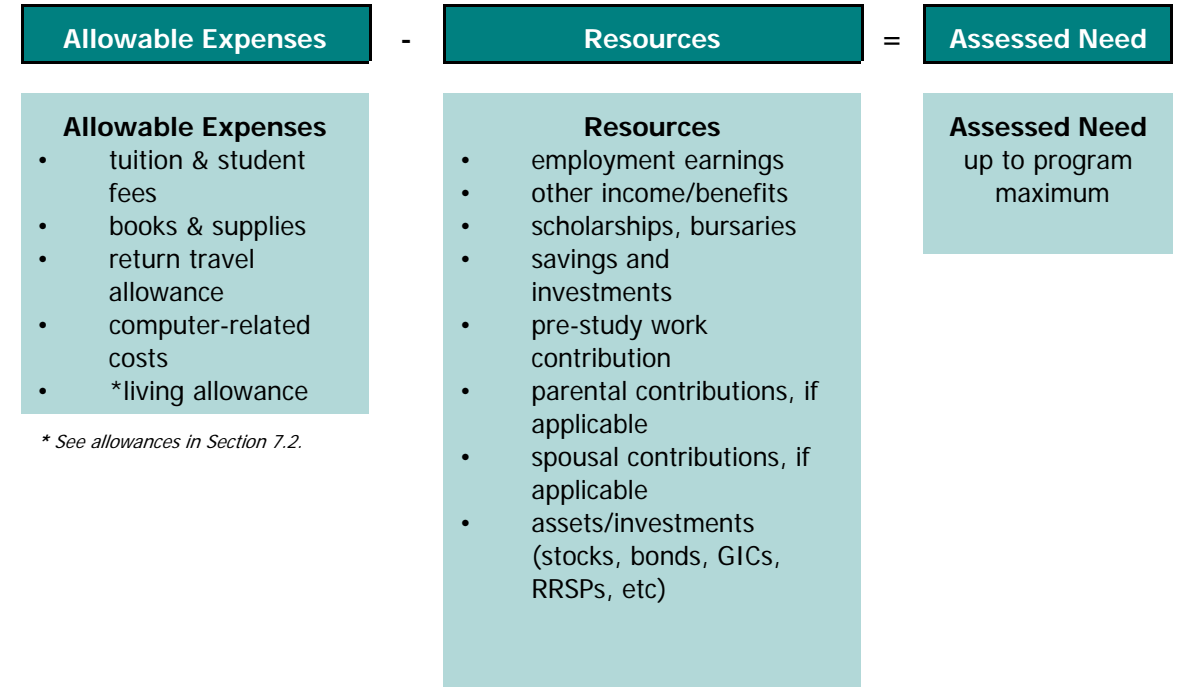
#### You are a Married or Common-law student if:

- You are married; or
- You are living common-law and have claimed your marital status as common-law on your Income Tax and Benefits Return for the last two years; or
- You did not declare your marital status as common-law on your 2007 Income Tax and Benefits Return but you and your common-law partner are the natural parents of a child(ren) living in the same household for whom you are financially responsible.

## Section 7: How Much Will You Need?

### 7.1 Let's Figure It Out

The amount of assistance you are eligible to receive is based on your **assessed need**, which is determined by PEI Student Financial Services. Your **Allowable Expenses** minus your **Resources** equals your **Assessed Need**. The amount of assistance you are eligible to receive cannot exceed the program maximum of \$375 per week of study.



**Keep in mind that you may not have the exact numbers when you fill out your application (example, you might not know how much you will make at your summer job). Include your best estimate. If it's wrong let Student Financial Services know and your loan amount will be adjusted. Be sure to notify Student Financial Services or you may receive an over-payment (see section 11).**



## 7.2 Your Allowable Expenses

**Tuition, Student Fees, Books and Supplies** - Student Financial Services verifies the information you provide with the educational institution you are attending.

**Return Travel Allowance** - Your return travel allowance is based on the province/territory your educational institution is located. Your return travel allowance is for one full academic year.

PE	NB/NS	NL	QC	ON	MB	SK/AB/BC	YT/NT
\$250	\$500	\$1,000	\$900	\$1,000	\$1,100	\$1,200	\$1,200

**Computer-Related Costs** - Students can now claim up to a maximum of \$300 dollars towards computer-related costs each academic year.

**Living Allowance** - based on allowances provided by the federal government and your province of study. Your living allowance includes your rent, food, electricity, telephone, local transportation and miscellaneous spending.

**Reminder: If you are studying outside the Atlantic Provinces, you need to submit an Academic Information form to qualify for your funding.**

### Weekly Living Allowances:

PEI Student Financial Services uses the following Living Allowances to calculate your living expenses. Living allowances are based on a moderate standard of living and vary according to the province in which you reside while attending school.

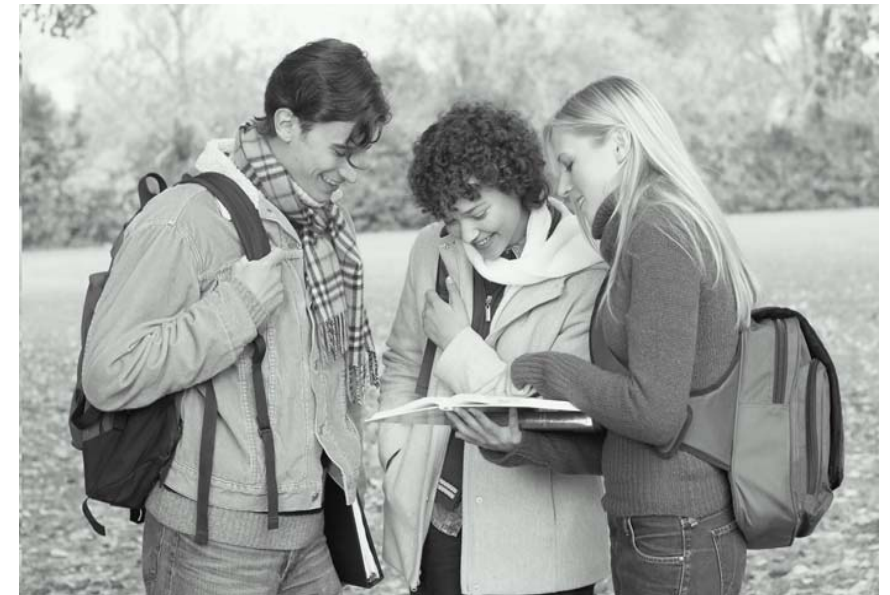
#### PEI Weekly Living Allowances:

Single student living at home	\$ 97 per week
Single student living away from home	\$ 194 per week
Single parent	\$ 251 per week
Married student and spouse	\$ 385 per week
Allowance per dependant	\$ 100 per week

### Weekly Living Allowance by Province:

Accommodations	NB	NS	NL	QC	ON	MB	SK	AB	BC	YT	NT
Single student living at home	\$94	\$97	\$89	\$95	\$98	\$100	\$100	\$108	\$103	\$109	\$110
Single student living away from home	\$197	\$206	\$194	\$204	\$238	\$210	\$211	\$227	\$248	\$243	\$289
Single parent student	\$264	\$273	\$260	2593	\$308	\$257	\$272	\$281	\$316	\$336	\$378
Married student and spouse	\$393	\$413	\$387	\$371	\$456	\$405	\$410	\$436	\$490	\$485	\$531
Allowance per dependant	\$99	\$100	\$89	\$104	\$126	\$117	\$106	\$119	\$133	\$111	\$148

If you are a single dependent student, and your parents live in the same city where you are attending classes, you will automatically be assessed at the "at home" costs, when determining your need.



## 7.3 Your Resources

Paying for your post-secondary education is a shared responsibility between yourself, your family and government. Please complete this worksheet as accurately as possible so you can **estimate** the funding you are entitled to.

### Your Pre-Study Student Contribution:

The **Pre-Study Period** - Unless you are injured, ill or in full-time study, you are expected to work during your pre-study period. The pre-study period is the period of time just before the start of each session of post-secondary studies. For example, if you graduated from high school in June 2008 your pre-study period is 10 weeks, if you were in university or the work force it is 18 weeks or at college it may be 14 weeks. Your pre-study period will be adjusted for the weeks you are available for employment up to a maximum of 18 weeks. You are expected to save money from your pre-study period to contribute to your educational costs.

### Calculate your anticipated student contribution from your pre-study period below

<b>A. Gross Income</b> .....		<b>\$</b>
Your total pre-study period gross earnings from all sources.		
<b>B. Tax Deductions</b> .....		<b>- ( )</b>
Find your tax bracket based on your gross income level.		
<b>Your Gross Income</b>	<b>Tax Deduction</b>	<b>Calculation</b>
\$1 - 4999	7.0%	(0.070 X gross income) = B
\$5000 - \$11999	10.0%	(0.100 X gross income) = B
\$12000 - over	17.0%	(0.1700 X gross income) = B
<b>C. Student Living Allowance</b> .....		<b>- ( )</b>
Find your weekly living allowance on the previous page. Multiply this amount by the number of weeks in your pre-study period.		
<b>Calculation</b>	<b>Weekly Living Allowance X # of weeks in pre-study period = C</b>	
<b>D. Discretionary Income</b> .....		<b>=</b>
Your income after tax deductions and living allowances.		
<b>Calculation</b>	<b>A - B - C = D</b>	
<b>E. Your Anticipated Student Contribution</b> .....		<b>\$</b>
The amount you are expected to contribute towards your education for this academic year.		
<b>Calculation</b>	<b>0.80 X D = E</b>	

**If you do not work full-time during your Pre-study period you are still expected to have the minimum student contribution.**

### Minimum Anticipated Student Contribution:

Last Year You Were in:	Your Pre-Study Period Weeks Available to Work	Your Minimum Anticipated Student Contribution
High School	10	\$1,000
College	14	\$1,350
University/Workforce	18	\$1,700

**Study Period Income** - Your study period is the time you are enrolled full-time in one or more semesters at a recognized post-secondary educational institution. If you work part-time during this period you are expected to report your income to Student Financial Services. You are allowed an exemption of \$50 per week on your part-time earnings. All income must be reported, even the exempt amount, which will be automatically applied to your earnings.

### Other Financial Resources:

If you have other resources, you are expected to use them to help pay for your educational costs. These can include, but are not limited to the following...

- Stocks, Bonds, GICs, RRSPs.
- Employment Insurance benefits and/or training allowances.
- Scholarships, bursaries, fellowships, awards, assistantships, stipends or sponsorships.
- Pension benefits (including Canada Pension and Superannuation).
- Alimony or maintenance payments, Workers Compensation, Income Support, support payments, Indian and Northern Affairs, Immigration Canada, etc. (Check with Student Financial Services if you need further clarification).

**All applications and file materials are subject to audit and verification.**

## 7.4 Expected Parental Contribution

Part of the application form deals with parental contribution. If you are a dependent student, your parents may be expected to make a contribution toward the cost of your education. The term parent refers to parent(s), common-law partners of parents, step-parent(s) or guardian(s). See **Section 6** for more information on dependent student category.

If your parents are separated or divorced, the family unit in which you **reside with for 60% of your time** is the parent that parental financial support is received from. If the parent that supports you remarries (or lives in a common law relationship) before your 18th birthday, your step-parent or common-law parent is also financially responsible and his or her 2007 income will be included in calculating your financial need.

An expected parental contribution for a dependent student will be based on **family size, level of income** and **the number of children** attending a post-secondary institution.

**Complete the following calculations to estimate the amount your parents are expected to contribute.**

### Step 1 - Calculate Discretionary Income

To calculate discretionary income from the total family income use line 150 of parent(s) 2007 Income Tax and Benefits Return(s) and subtract the following:

- The total CPP and EI contributions paid (lines 308 & 312 on Schedule 1);
- The total income tax payable (line 435); and
- A moderate standard of living for P.E.I. based on family size (see table below and include all dependent children in post-secondary education).

Total Family Income	-	Total CPP & EI Contributions	-	Total Income Tax Payable	-	Moderate Standard of Living Allowance	=	Discretionary Income
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\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_

### PEI Moderate Standard of Living Allowance

Family Size	2	3	4	5	6	7	8	9
Rates	\$33,088	\$42,065	\$48,436	\$53,375	\$57,412	\$60,824	\$63,779	\$66,389

## Step 2 - Calculate Expected Weekly Parental Contribution

Using your parents "Discretionary Income" figure from the previous page...

If Annual Discretionary Income is:	Weekly Parental Contribution
\$0 - \$7,000	(15% of Discretionary Income)/52
\$7,001-\$14,000	(\$1,050 + 20% of (Discretionary Income - \$7,000))/52
\$14,001 and over	(\$2,450 + (40% x (Discretionary Income - \$14,000))/52)

Refer to the table above to determine which formula to use to find your parents expected weekly parental contribution.

### Step 3 - Calculate Expected Parental Contribution

You can now calculate the expected parental contribution by taking the weekly parental contribution, multiplying by the number of weeks in your study period and then dividing by the number of dependents in your family (include yourself and any children in post-secondary education) to find the expected parental contribution for the study period.

Weekly Parental Contribution	X	# of weeks in study period	÷	# of dependents in family (including student) who are currently attending post-secondary education	=	Expected Parental Contribution
_____	x	_____	÷	_____	=	_____

## 7.5 Expected Contributions for Married Students

If you are a married student, both you and your spouse are expected to make a contribution toward the cost of your education. See **Section 6** for information on married or common-law student category.

Your contribution is calculated by subtracting the following allowable expenses from your annual gross family income:

- 1) Income deductions (i.e. Income Tax, Canada Pension Plan and Employment Insurance).
- 2) Weekly standard of living for student with spouse (**Section 7.2**).
- 3) Allowance for each dependent child. See Weekly Living Allowances in **Section 7.2. On PEI the weekly allowance per dependent child is \$100.**

**Income verification required from the applicant's spouse:** The applicant's spouse is required to verify his or her current gross (before deductions) income with a letter from his or her employer or a pay stub (income that is verified with letter or pay stub must be within the last 4 weeks).

If the applicant's spouse's gross income changes over the pre-study or study period, Student Financial Services must be notified. An example of a change in income would be if the spouse is currently receiving Employment Insurance income and he or she finds employment.

The applicant's spouse is also required to sign the Declaration and Consent form (page A-12).

## Section 8: Getting Ready to Apply

### 8.1 Where to Get an Application

**New this year! Apply online.**

Applications are available from:

- PEI Student Financial Services Website
- Island High Schools
- Access PEI Centres
- Student Services (most post-secondary institutions on PEI)
- PEI Student Financial Services Office

**Apply online!**  
A new easy to use  
interactive online  
application is available at  
[www.studentloan.pe.ca](http://www.studentloan.pe.ca).

### 8.2 Checklist of Documentation We Need From You

Besides your completed application you must provide other **supporting documentation** as follows:

	First Time Applying	Returning Students
<b>All Student Categories</b>	<ul style="list-style-type: none"> <li>• Your signature is required on the 2008-2009 Declaration and Consent form (page A-11).</li> <li>• If you are a Landed Immigrant, send a copy of your Record of Landing IMM1000/Confirmation of Permanent Residence form.</li> </ul>	<ul style="list-style-type: none"> <li>• Your signature is required on the 2008-2009 Declaration and Consent form (page A-11).</li> <li>• If you were a Landed Immigrant the last time you applied and are now a Canadian citizen, send a copy of your citizenship card.</li> </ul>
<b>Single Dependent Students</b>	<ul style="list-style-type: none"> <li>• Your parent(s) signatures are required on the 2008-2009 Declaration and Consent form.</li> </ul>	<ul style="list-style-type: none"> <li>• Your parents' signatures are required on this year's Declaration and Consent form.</li> <li>• If your parents' marital status has changed since your last application (they are now separated or divorced), send a photocopy of their separation or divorce agreement outlining custody and financial arrangements. If they do not have an agreement, call our office to find out what information you will need to send.</li> </ul>
<b>Single Independent Students</b>	<ul style="list-style-type: none"> <li>• No additional documents are required.</li> </ul>	<ul style="list-style-type: none"> <li>• No additional documents are required.</li> </ul>
<b>Married/ Common-Law Students</b>	<ul style="list-style-type: none"> <li>• Your spouse's signature is required on the 2008-2009 Declaration and Consent form (page A-12).</li> </ul>	<ul style="list-style-type: none"> <li>• Your spouse's signature is required on the 2008-2009 Declaration and Consent form (page A-12).</li> <li>• If you have married since you last applied, send a copy of your marriage certificate.</li> <li>• Students living common-law must verify two years co-habitation.</li> </ul>
<b>Single Parent Students</b>	<ul style="list-style-type: none"> <li>• No additional documents are required.</li> </ul>	<ul style="list-style-type: none"> <li>• If you were married the last time you applied and are now separated /divorced, send a copy of your separation/divorce agreement.</li> </ul>

### Important Tips:

- Remember to sign the application. If you are a dependent student your parents must also sign the form.
- Married students must have their spouses sign the form.
- Your application will not be processed until Student Financial Services has received the original signed Declaration and Consent form(s).



## Section 9: The Application Process for Full-Time Students

### 9.1 Apply Early

- The 2008/2009 General Application is for **programs starting between August 1, 2008 and July 31, 2009.**
- Apply for your student loan as soon as possible. You don't have to wait until you are accepted into a program; if your plans change let us know. It may take up to six weeks from the time your complete application form is received to process your application. Our online application is interactive and will tell you what documentation must be sent.
- Online applications require shorter processing times.

**If you would like your loan processed before you start your classes in September, Student Financial Services must receive your correctly completed student loan application and all supporting documentation no later than July 18, 2008.**

- Once Student Financial Services has received your application it will be checked to make sure it is completed properly and that you have included all required supporting documentation. If your application is not complete it will be sent back to you with a notice letting you know what is missing. **Your application will not be processed until Student Financial Services has received and matched the supporting documentation to your application.**

### 9.2 Receiving Notification of Your Temporary Assessment

- Once your completed application is processed, **Student Financial Services will mail your Notification of Temporary Assessment**, which will direct you to [www.studentloan.pe.ca](http://www.studentloan.pe.ca) to view your Temporary Assessment.

**If you are eligible for a provincial student loan and/or appealing your assessment you must complete and submit the Pre-study Report form that is included with your Notification of Temporary Assessment. Pre-study Report forms are also available at [www.studentloan.pe.ca](http://www.studentloan.pe.ca).**

### 9.3 Your Canada Student Loan Funds

- If you are attending an educational institution within the Atlantic region, your Canada Student Loan (CSL) document (Certificate of Eligibility) is **forwarded directly to your educational institution**. If you are attending an educational institution outside of the Atlantic region, your CSL document will be forwarded to your permanent mailing address on file. Whether your loan document is mailed directly to you or to your educational institution, you and an authorized official at the business/accounting office of your school have to complete and sign it.
- **Once signed by you and an official at your school, take your completed Certificate of Eligibility to a designated Canada Post Outlet**. For information on the nearest Canada Post Outlet, you can contact the National Student Loans Service Centre at ([www.canlearn.ca](http://www.canlearn.ca)) or 1-800-OCANADA (1-800-622-6232). If a Canada Post outlet is not accessible to you, contact the National Student Loans Service Centre for further instructions.
- You must present valid photo identification (driver's license, health insurance card, student ID card, passport or citizenship card) and proof of your Social Insurance Number (SIN) to the Canada Post Outlet official. Proof of SIN can include a photo copy of your SIN card, and various taxation documentation where it is clearly noted.
- Canada Post will send your documents to National Student Loan Service Centre. The NSLSC will send your school any outstanding tuition and fees. The balance (if applicable) will be sent to you or deposited directly into your bank account.

### 9.4 Returning Your Pre-Study Report Form

- If your application has been processed you may **drop-off or mail your Pre-Study Report form to Student Financial Services** on the **first day that your classes begin** but not before. **Note:** All Pre-study Report forms are processed on a first received, first served basis.
- **If you do not return your completed Pre-study Report form along with any required supporting documentation, you will not receive any provincial student loan funding**. Your Pre-study Report form also determines your eligibility for a Canada Millennium Scholarship Foundation Bursary. (See the Important Deadline dates in **Section 12**).
- Your Pre-study Report form will be processed faster if your completed form and all supporting documentation are submitted at the same time.
- Pre-study Report forms are available online at [www.studentloan.pe.ca](http://www.studentloan.pe.ca).

### 9.5 Receiving Notification of Your Final Assessment

- Once your completed Pre-study Report form has been processed, Student Financial Services will notify you by mail. You will be directed to go online to view your **Final Assessment**. Your Final Assessment will detail the exact amounts you have been approved to receive.

### 9.6 Your PEI Student Loan Funds

- Your PEI Student Loan document (Certificate of Eligibility) is sent at the mid-point of your program. If you are attending an educational institution within the Atlantic region, your PEI Student Loan document is forwarded to your educational institution. If you are attending an educational institution outside of the Atlantic region, your PEI Student Loan document will be forwarded to your permanent mailing address on file with Student Financial Services.
- You and an authorized official at your educational institution must sign your PEI Student Loan Authorization/Certificate of Eligibility.
- You must complete the "Financial Institution Section" and sign the PEI Student Loan Authorization/Certificate of Eligibility in two places.
- Take or send your PEI Student Loan Authorization/Certificate of Eligibility to a **PEI Credit Union** of your choice.



## Section 10: If You Need to Appeal

### 10.1 Appeal of Student Contribution

In order to appeal your student contribution, you must show that you were unable to save the expected amount from your pre-study work period. Acceptable reasons for appealing your student contributions are listed on the 2008-2009 Appeal form available online at [www.studentloan.pe.ca](http://www.studentloan.pe.ca). At no time will a student's contribution be less than \$500.

**Appeal forms must be mailed or dropped off. Faxed or e-mailed forms are not accepted.**

### 10.2 Appeal of Parental Contribution

**Parents may have access to credit or have the borrowing power to provide the expected contribution.**

Parents must show that they are unable to contribute the expected amount towards the student's education because of reasons outside of their control (i.e. car accident, emergency home repairs, uninsured medical expenses, reduced income etc.). Ongoing monthly expenses (i.e. mortgage, loans, utilities, etc.) are not appeal items.

### 10.3 Appeal of Spousal Contribution

Spouse's must show that they are unable to contribute the expected amount towards the student's education because of reasons outside of their control (i.e. car accident, emergency home repairs, uninsured medical expenses, reduced income, etc.). Married/Common-Law Students can appeal ongoing monthly expenses (i.e. mortgage, loans, utilities, etc.).

### 10.4 The Appeal Process

- 1 - Once you have **received your Temporary Assessment Notice**. You can determine if you need to appeal. Appeal forms are available online at [www.studentloan.pe.ca](http://www.studentloan.pe.ca).
- 2 - **You must fill out your Pre-study Report form** which is available on our website. Submit proof of your pre-study period income. If you did not work you must send proof that you were actively seeking but unable to find work over this period. To do this you must complete and submit a Job Search form (available online) or obtain letters from five potential employers to whom you applied for work. Appeals will not be processed unless a complete Pre-study Report form has been submitted to Student Financial Services.

- 3 - Students and/or parents (depending on the type of appeal) must complete **all applicable sections of the Appeal Form** including signatures, and provide any required supporting documentation. (Documentation will not be photocopied or returned).
- 4 - **Appeals must be delivered by person or mailed** to Student Financial Services. Appeals will not be accepted by fax or email. Appeals are only processed once, so be sure it is complete and include all supporting documentation.

**If you are not satisfied with the results of your appeal, you have the right to request your case be reviewed by an independent appeal board.**

## Section 11: Over-payments and Audits

### 11.1 Over-payment

**Over-payment (or over-award)** is a term used to describe an amount of loan funding you received but were not eligible for. Some possible reasons for receiving an over-payment are listed below.

- An increase in your resources (work term income, part-time income, etc.). Your Pre-Study report confirms the earnings you reported on your application. Please try to estimate your summer earnings as accurately as possible.
- Your course load is less than what was originally reported on your application.
- You have withdrawn from full-time studies.
- You finish earlier than originally reported on your application (you are eligible for fewer weeks of loan funding).

If you receive notification that you have received an over-payment, it is important to contact Student Financial Services immediately to discuss it. **If your over-payment is not immediately repaid, it will be deducted from your future student loans and may impact your eligibility for the PEI Debt Reduction Grant.**

### 11.2 Auditing and Verification

Student Financial Services **randomly selects** files for auditing purposes. Be prepared to verify all information provided on your application form. All income tax information will be verified with the Canada Revenue Agency.

You will be notified by mail if your file has been selected for audit.

**If you do not report income received during the academic year, you may be required to repay some or all of the financial assistance you received.**

**Failure to comply** with an audit request within the specified time may effect your eligibility for future student loans, the PEI Debt Reduction Grant and Interest Relief.

## Section 12: Important Deadlines

### 12.1 Dates to Remember

#### Full-time Program

##### Deadline date for Guarantee of Processing by September:

- **July 18, 2008.** Correctly completed student loan applications must be received by this date to guarantee processing for a September 2008 start date. If submitting applications online, signed consent(s) must be received by Student Financial Services on or before this date.

**Deadline dates for Completed Applications and Documentation:** (applies to traditional two-semester university or college program starting in September)

- **November 21, 2008** for full year assistance. Any application received after this deadline will only be considered for second semester costs.
- **March 13, 2009** for second semester assistance. **Deadline dates are strictly enforced.** Deadlines are **not** extended for Pre-study Report forms and Appeal forms.

##### All other Post-Secondary Programs:

- **4 weeks prior to the midpoint of your program** for full-year assistance. Any applications received or completed after the deadline, academic costs for the second half of the program will only be considered.
- **6 weeks prior to the end of your program** - Applications for the second half of a program will be accepted up to 6 weeks prior to the end of your program.

**Processing can take up to 6 weeks from the time we receive your completed application and supporting documentation.**

**If the start of your program is in September and you would like a response prior to the first day of your program, you must have your completed application and documentation in by July 18, 2008.**

**Applications will not be processed until all necessary documentation is submitted.**

#### Deadlines for Pre-study Report Form, Appeal Form and Supporting Documentation

Traditional two-semester university or college programs starting in September:

- **March 13, 2009**

##### All other programs:

- **Six weeks prior to your period of study end date**

##### Deadline date for Completed Disability Grants and Documentation:

Same as full-time program deadlines in **Section 12.1.**

##### Deadline date for Debt Reduction Grant Application:

Students should apply **within 60 days of their study period** end date in order to have the grant approved and paid to their lender before their loan goes into repayment.

Students have one year from their graduation date to apply for debt reduction.

**Deadline dates are strictly enforced.  
NO EXCEPTIONS**



## Section 13: What Happens to My Loans While I'm In School?

### 13.1 Interest on Your Loan

The Governments of Canada and PEI pay the interest on your loans while you are in school full-time. During this time you are not required to make payments on your loans. If you choose to make payments on your loans during this time, they will be applied directly against the principal.

Interest starts accumulating on your Canada Student Loan as soon as your study period is complete, although you may defer these payments for 6 months. PEI Student Loans are interest-free during your studies and for the 6-month period following full-time studies.

The current interest rate offered on variable repayment for a Canada Student Loan is Prime + 2.5%. The current interest rate offered on variable repayment for a PEI Student Loan is Prime + 2%.

### 13.2 Maintaining/Reinstating Your Interest-Free Status While in Full-time Studies

#### Canada Student Loans

- You must begin **repayment** of your Canada Student Loan six months after you cease to be a full-time student.
- If you continue your full-time studies but will not receive a new Canada Student Loan within the six-month period, you must submit a Confirmation of Enrollment (COE) to the National Student Loan Service Centre (NSLSC), your PEI Credit Union or other lending institution and Student Financial Services to let them know you are still in school. This will maintain your interest-free status and delay repayment of your loan(s).
- Failure to do this will mean your lenders will expect you to start making payments. Go to [www.canlearn.ca](http://www.canlearn.ca) for more information on maintaining interest-free status for Canada Student Loans.
- If you do not submit a Confirmation of Enrollment form before repayment begins, monthly payments will start to accumulate on your loan. You must make these payments to keep your loan in good standing. If you are late submitting your form you are responsible to pay the amount that has accumulated on your loan.

**Submit to your lenders a Confirmation of Enrolment Form to maintain interest-free status.**

#### PEI Student Loans

- You must begin **repayment** of your PEI Student Loan six months after you cease to be a full-time student.
- If you continue your full-time studies but will not receive a new PEI Student Loan within the six-month period, submit a Continuation/Reinstatement of Interest-Free Status form or a Confirmation of Enrollment form to your Credit Union.
- When you submit this form, your interest-free and non-repayment status is maintained.

### 13.3 Keep in Contact with Your Lenders

It is important to stay in contact with your lenders to ensure you receive information on debt reduction, interest relief, important updates while you are in study, and to keep them informed of any changes to your personal information (example, change of address or withdrawal from school). After you have finished your studies make sure you contact your lenders to arrange a loan repayment schedule.

**Remember that PEI Student Loan and Canada Student Loans are two separate and distinct programs that will require repayment to two or more different places.**

## Section 14: Paying Back Your Student Loan

When you leave full-time studies or if your course load drops under the minimum requirement, you have six months before you have to start paying back your student loans. During this time, you need to **talk to your lenders** about repayment arrangements. Your lenders will work with you to prepare a repayment schedule, usually over a 10-year period.

For the Loan Repayment Calculator, see [www.canlearn.ca](http://www.canlearn.ca) then choose “Students” and under “Tools” choose “Loan Repayment Calculator”.

### 14.1 Canada Student Loans

The National Student Loans Service Centre (NSLSC) is the **primary contact** for all information and services pertaining to the cashing and repaying of Canada Student Loans awarded after August 1, 2000. See **Section 17** for full contact information. Students who received loans between August 1, 1995 and July 31, 2000 will continue to have that loan held by the lending institution/bank where the loan was negotiated.

### 14.2 PEI Student Loans

The PEI Credit Union where you negotiated your provincial loan is the **primary contact** for all information and services pertaining to the cashing and repaying of PEI Student Loans awarded after August 1, 2001. For information on repaying a PEI Student Loan issued before August 1, 2001 students should contact the lending institution/bank that holds these previous loans. See **page 42** for full contact information.

### 14.3 Interest Relief Programs

If you are having difficulty making your loan payments, contact your lender(s) or the National Student Loans Service Centre (NSLSC) for loans you received prior to August 1, 2001 or the NSLSC for loans received after August 1, 2001 to discuss interest relief programs available through the governments of Canada and PEI. Loans that are in arrears are not eligible for interest relief programs so it is important to keep your loans in good standing. For more information on these debt management measures, visit the website at [www.studentloan.pe.ca](http://www.studentloan.pe.ca) or the NSLSC website at [www.canlearn.ca](http://www.canlearn.ca).

**Medical Residency Interest Relief Program (PEI loans only)** - Island students studying medicine and participating in the required residency component of their program are now eligible for interest relief on their outstanding provincial student loan(s). The application form can be downloaded from [www.studentloan.pe.ca](http://www.studentloan.pe.ca). Please note: This program does not cover your federal student loans.

## Section 15: Part-Time Studies

### 15.1 What's Available for Part-time Students

**A separate application form is required for part-time studies.**

- **Canada Student Loans for Part-time Students:**  
(up to a maximum of \$4,000 outstanding at anytime)  
To be eligible you must meet the eligibility criteria on page 7, demonstrate a financial need, and be taking between 20% and 59% of a full course load.
- **Canada Study Grant for High-need Part-time Students:**  
(up to \$1,200 per loan year)  
To be eligible, you must have a maximum annual gross family income below the established threshold. See our website under “Canada Study & Access Grants” for further information.
- **Canada Study Grant for Part-time Students with Dependants:**  
(up to \$1,920 per loan year)  
This program is available if you still have a financial need after receiving the maximum Canada Study Grant for High-need Part-time Students and maximum Canada Student Loan for Part-time Students. Students with one or two dependants may receive \$40 per week; students with three or more dependants may receive \$60 per week.
- **Canada Study Grant for the Accommodation of Students w/Permanent Disabilities:**  
(up to \$8,000 per loan year)  
For students with exceptional education-related costs associated with a permanent disability. Some examples of services or equipment that may be eligible for funding are: note taker, tutor, interpreter, alternate format materials, specialized equipment, and technical aids. To be eligible, you must have a permanent disability that limits your ability to perform the daily activities necessary to participate fully in post-secondary studies. You must also have a financial need as determined by PEI Student Financial Services.

You must submit a **separate application** for this Canada Study Grant along with your student loan application. You must provide recent verification of your disability (example, up to date medical certificate, learning disability assessment, etc.) and confirmation of your need for disability-related services or equipment. Verification must come from a qualified person (example, Vocational Rehabilitation Services (VRS) case worker; an official at a centre for students with disabilities; a guidance counsellor or a financial aid administrator at a post-secondary institution you are attending) outlining how you would benefit from the equipment or services as it relates to your disability. Contact PEI Student Financial Services for further information or for an application form.

### 15.2 The Application Process for Part-time Studies

Applications are available from our website at [www.studentloan.pe.ca](http://www.studentloan.pe.ca) and at our office on the 3rd Floor of the Sullivan Building.

**Most criteria that apply to full-time loans also apply to part-time loans. The main differences are as listed below.**

- You must apply in the province that the course/program is offered in.
- Your part-time application must be signed by your educational-institution before you submit it to Student Financial Services.
- You must verify your current income and if applicable your spouse's current income.
- After your application is processed Student Financial Services will mail a letter to you telling you about your eligibility. If you are eligible your loan document will be mailed directly to your educational institution.
- You do not have to submit a Pre-study Report form and you do not receive a Temporary or Final Assessment Notice.

### 15.3 Deadline Dates for Part-time Studies

If you are a part-time student in a program less than the 12 weeks long, you must send in your completed application and documentation (including applications for the Canada Study Grant for Accommodation of Students with Permanent Disabilities) at least 3 weeks before the end of your classes.

If you are in a university program with approximately 17 weeks per semester full-time program deadlines will apply. See a complete listing of Important Deadlines on **pages 33 and 34**.

**There are no exceptions to the deadline dates.**

### 15.4 Maintaining Your Loan for Part-time Studies

You will have to make interest payments on your part-time loan while you are in school. If your gross family income is below a certain level while you are in school you may qualify for interest relief. To find out more about Interest Relief see **page 35**.

If you are continuing your part-time studies but not receiving additional Canada Student Loans, you need to ensure that your financial institutions and/or National Student Loans Service Centre (NSLSC) are informed of your in-study status. To do this, you will need to get a Confirmation of Enrollment form (Schedule 2) from the NSLSC or your educational institution, have it properly completed and provide it to your financial institution and/or NSLSC.

You must continue to make interest payments on your Canada Student Loan once you have completed your studies or have stopped being a part-time student, but you are not required to make any payments on the principal until six months after your post-secondary end date. For more information contact the National Student Loans Service Centre (see **page 41** for contact information).



## Section 16: Glossary of Terms

**Appeal** - when an exceptional situation exists that requires special consideration. You must complete the appropriate forms in order to qualify. For more information and for the application, check out our website.

**Assessment** - the process used to determine your financial need.

**Assessed Need** - PEI Student Financial Services will assess your costs and resources to determine your calculated need. Everyone is subject to this standard assessment.

**Audit** - an audit is a process where documented information is required to verify information you, your spouse/common law and or parents/step parents/guardian have submitted.

**Pre-study period** - the duration of time before the date you start classes.

**Bursary/Grant** - financial assistance given to you based on your financial need that does not need to be paid back.

**Common-Law** - you and your partner are considered to be common-law if you meet both the following:

- a) you are currently living together in a marriage-like relationship; and
- b) you are/will be living together for at least 12 consecutive months as of the first day of classes.

**Co-operative Education** - student in co-operative education programs requiring work terms are considered to be full-time students, provided the work terms are an essential element of the program of studies and the student is registered as full time. Student loans are not generally available to students during Co-op work terms.

**Dependents** - your child(ren) or your spouse/common-law partner's child(ren) under 19 years of age as of the start of your classes, for whom you have custody or provide care (they live with you) at least 4 full days a week or more than 50%; or are age 19 and over who are full-time students.

**Expected Contribution** - a financial contribution from you, your parents/step-parent/sponsor/legal guardian, or your spouse/common-law partner to assist with your educational costs.

**Full-Time Studies** - for a credit based academic program, full time study is defined as enrollment in at least 60% (40% for student with a permanent disability) for a full time course load (for credit). Your study period must be at least 12 consecutive weeks. For non-credit based, full time study is defined as attendance at a designated school for a minimum of 20 hours a week and your study period must be at least 12 consecutive weeks.

**Gross Earnings/Income** - income from all sources before the deduction of any required payroll deductions (i.e. Income Tax, CPP, EI, etc.).

**Interest Relief** - a program to help you (borrowers) with low income in repaying your student loans. Under these programs, you will not be required to make payments over a certain period of time.

**Landed Immigrant (Permanent Resident)** - a student who has arrived from another country and is now living in Canada, you will have a permanent resident card or a valid Confirmation of Permanent Resident document.

**Lending Institution (Bank)** - a bank or credit union holding your outstanding student loan(s).

**Moderate Standard of Living (MSOL)** - one of the costs used to calculate your assessed financial need. This is the maximum allowance set by the federal government for living costs during your study period. This allowance includes shelter, food, local transportation and miscellaneous costs.

**Over-payment (over-award)** - when a student receives more assistance than you are eligible to receive, an over-payment is created. This may be caused by a change in course load and or other reasons.

**Parent** - a student's parent(s)/step-parent/sponsor/or legal guardian.

**Permanent Disability** - a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or the labour force and is expected to remain with the person for the person's expected natural life.

**Separated** - your marital status if you were married or lived in a common-law relationship and you are not legally divorced and where you are no longer residing in the same household as your former partner.

**Single Parent** - a student who has their child(ren) with them at least 4 full days per week for each week of their study period.

**Study Period** - the time in which you are enrolled in courses at a post-secondary school. The minimum length of a full-time study period is 3 months (12 weeks); the maximum is 12 months (52 weeks). The start date is the first day of classes, the end date is the date of the final class or exam, which ever is later.

## Section 17: Contact Information

### 17.1 Contacts for Negotiating Your Canada Student Loan

#### National Student Loans Service Centre (NSLSC)

PO Box 4030, Mississauga, ON, L5A 4M4  
Toll-free: 1 888 815-4514 (within North America)  
Toll-free: 1 800 2-225-2501 (outside of North America plus appropriate country code)  
(905) 306-2950 (outside of North America if you are unable to use the global toll-free number)  
Toll-free: TTY/TDD: 1 888 815-4556  
Internet: [www.canlearn.ca](http://www.canlearn.ca)

#### Some financial institution/banks:

- CIBC 1 800 563-2422
- Royal Bank 1 800 565-1446
- National Bank 1 877 926-9477
- Scotia Bank 1 888 284-3044
- PEI Credit Unions (contact your local branch)

- If you have a loan issued **prior to August 1, 2000**, you will have to contact both your financial institution and the National Student Loans Service Centre;
- If you have a loan issued **after to August 1, 2000**, you will have to contact your PEI Credit Union;



### 17.2 Contacts for Negotiating Your PEI Student Loan

**Metro Credit Union**  
Charlottetown  
Phone: 902 629-1927  
Contact: Laura Bain Christy  
[www.lbain@metro.creditu.net](mailto:www.lbain@metro.creditu.net)

**Tignish Credit Union**  
Alberton  
Phone: 902 853-4112

**Consolidated Credit Union**  
Borden-Carleton  
Phone: 902 855-2066

**Malpeque Bay Credit Union**  
Kensington  
Phone: 902 836-3030

**Montague Credit Union**  
Montague  
Phone: 902 838-3636

**Morell Credit Union**  
Morell  
Phone: 902 961-2735

**Stella Maris Credit Union**  
North Rustico  
Phone: 902 963-2543

**Central Credit Union**  
O'Leary  
Phone: 902 859-2266

**Metro Credit Union**  
Stratford  
Phone: 902 569-6900

**Consolidated Credit Union**  
Summerside  
Phone: 902 436-9218

**Tignish Credit Union**  
Tignish  
Phone: 902 882-2303

**Evangeline Credit Union**  
Tyne Valley  
Phone: 902 831-2900

**Evangeline Credit Union**  
Wellington  
Phone: 902 854-2595

Loans issued **prior to August 1, 2001**: Contact the financial institution/bank and National Student Loans Service Centre;

#### Some financial Institutions/banks:

- CIBC 1 800 563-2422
- Royal Bank 1 800 565-1446
- National Bank 1 877 926-9477
- PEI Credit Unions (see listing below)

Loans issued **after August 1, 2001**: Contact your PEI Credit Union branch.

**Student Financial Services**

Department of Innovation and Advanced Learning  
PO Box 2000  
16 Fitzroy Street  
3rd Floor, Sullivan Building  
Charlottetown, PE  
C1A 7N8

**Phone:** 902 368-4640

**Fax:** 902 368-6144

E-mail: [studentloan@edu.pe.ca](mailto:studentloan@edu.pe.ca)

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

**Office Hours**

Monday to Friday  
June 2, 2008 - Sept. 26, 2008  
8:00 am to 4:00 pm

Sept. 29, 2008 - May 29, 2009  
8:30 am to 5:00 pm