



2009 / 2010 Pre-Study Report

Do not submit this form until you begin your classes

Office Use Only
File Number
End Date of Study
Institution Code

This form must be completed in order to:

- 1) Determine your eligibility for a Prince Edward Island student loan.
- 2) Appeal your student loan assessment.
 (See our website at www.studentloan.pe.ca for information.)

Social Insurance

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**Incomplete
 documentation will be
 returned to you
 unprocessed**

Last Name	Given Name	Middle Initial	Telephone Number
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Address Where Living While In School	City	Province	Postal Code
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Name and Address of Education Institution

1. Pre-Study Period

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

- | | |
|--|--|
| <input type="checkbox"/> 1 I was Employed or collecting Employment Insurance Benefits during all or a portion of my pre-study period.

<input type="checkbox"/> 2 I was a full-time student for the 18 weeks before this study period OR was studying part-time and unable to work for my full pre-study period. | <input type="checkbox"/> 3 I was not able to work for all or part of my pre-study period because of illness. (Verify)

<input type="checkbox"/> 4 I was not able to find a full-time job for my entire pre-study period or I only worked part-time. (Section C)

<input type="checkbox"/> 5 I was not able to work because I was caring for my children. |
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B) Pre-Study Income. You **MUST** send a letter from your employer(s) verifying your gross income and the dates you received the income. (i.e., a letter from your employer(s), Employment Insurance, etc.) If you were self-employed, you must send a statement showing your income and expenses, and the dates you received the income and incurred the expenses. **PAY STUBS ARE NOT ACCEPTABLE.**

From DD	MM	YY	To DD	MM	YY	Employer's Name and Address (include province)	Gross Earnings (Earnings before any deductions)	Number of Weeks

Total \$ _____

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

Name of Business	Name & Title of Official	Signature of Official	Telephone Number	Date Applied

- D) Where did you live during your pre-study period?**
- I lived at a parent/relative's home
 I lived with my spouse
 I lived away from parent/relative's home: _____

Pre-Study Period Address

**Be sure to complete the reverse side of this form.
 Faxed or emailed copies of this form are not accepted.**

2. Study Period Information

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

Gross *weekly* income is your income before deductions

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

If yes, provide the **number of weeks** you will be working _____ and your **gross weekly income** \$ _____

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

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

Type of Assistance (include awards reported on your original application)	Amount
	\$
	\$
	\$

- D) Are you receiving **or** do you expect to receive any government benefits **while studying**? Yes No

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

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

Type of Benefit	Amount
	\$
	\$
	\$

Have you attached verification of all income(s)

3. Declaration

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

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

_____ X S I G N H E R E _____
 Date Student's Signature (in ink)

PRE-STUDY REPORT DEADLINE : MARCH 12, 2010 for university or college students attending a traditional two-semester program starting in September, **OR six weeks prior to the study end date for all other programs.** Your Pre-Study Report should be submitted as soon as your program begins.

Pre-Study Report Instructions

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

Deadlines for Pre-Study Report forms:

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

⇒ March 12, 2010

All other students

⇒ Six weeks prior to your period of study end date

Thank you

Student Financial Services

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



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

How to Cash Your Canada Student Loan Funds

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

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

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

Step 2: What else do I need?

You must have two pieces of identification and a pre-printed personalized void cheque. Your identification must include:

Picture ID (driver's license, health insurance card, passport or citizenship card) and;

Your Social Insurance Card or any official Government of Canada document with your Social Insurance Number (this could be your Notice of Assessment from your Tax and Benefits Return).

If the name on the void cheque is different than your name, you must attach a letter signed by you explaining why.

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

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

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

National Student Loan Service Centre
1-888-815-4514 (within North America)

1-800-2-225-2501 (outside North America plus appropriate country code)

www.studentloan.pe.ca