

PART-TIME STUDENT LOAN AND GRANT APPLICATION 2017-2018

CANADA STUDENT LOANS PROGRAM	Province / Territory in which you are a resident Please see Page 5 for Residency definition	Student Number (if applicable)	Social Insurance Number (SIN)
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A. Personal Data

Family Name		Given Name							
Address While at School (Street, Apartment Number, Rural Route, Post Office Box)									
City / Town	Province / Territory	Postal Code	Country						
Telephone Number While at School	Cell Phone Number While at School	Date of Birth (YYYY-MM-DD)	Sex <input type="checkbox"/> M <input type="checkbox"/> F						
Citizenship Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Protected Person <input type="checkbox"/> Permanent Resident		Additional Citizenship Status documentation is required: If you selected Permanent Resident, you must attach a copy of your Permanent Resident Card. If you selected Protected Person, you must attach a copy of a valid Protected Persons Status Document (if available), OR a copy of the Immigration and Refugee Board's Notice of Decision document, OR a copy of Citizenship and Immigration Canada's Verification of Status document. If required documentation is not included, there will be delays in processing your application.							
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law		Do you wish to declare yourself as a student with a permanent disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must attach proof of your permanent disability (medical certificate, learning disability assessment). If documentation of your disability has previously been confirmed when applying for a federal or provincial student loan, you are not required to submit additional proof of your disability.							
What is the total weekly amount you expect to pay for child care (day-care) for your children, 11 years of age or younger (or 12 and older, who have a permanent disability), during class hours for your current / proposed study period? \$		How many dependants do you have living with you full-time during your study period in each age group? <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">0 - 11 years of age</td> <td style="text-align: right; border-bottom: 1px solid black;">▶</td> </tr> <tr> <td style="width: 80%; border-bottom: 1px solid black;">12 years and older who do not have a permanent disability</td> <td style="text-align: right; border-bottom: 1px solid black;">▶</td> </tr> <tr> <td style="width: 80%; border-bottom: 1px solid black;">12 years and older who have a permanent disability</td> <td style="text-align: right; border-bottom: 1px solid black;">▶</td> </tr> </table> <p>NOTE: For persons 18 years of age or older to be considered dependent, they must be full-time secondary or post-secondary students, or permanently 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.</p> <p>Please note that if you are applying in the province of New Brunswick or the Territory of Yukon and have dependants, you are required to submit a copy of the birth certificate for each dependant.</p>		0 - 11 years of age	▶	12 years and older who do not have a permanent disability	▶	12 years and older who have a permanent disability	▶
0 - 11 years of age	▶								
12 years and older who do not have a permanent disability	▶								
12 years and older who have a permanent disability	▶								
Permanent Address (Street, Apartment Number, Rural Route, Post Office Box)									
City / Town	Province / Territory	Postal Code	Country						
Permanent Telephone Number	Permanent Cell Phone Number	Email Address of Student							
Have you previously received a grant for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		▶ If yes, <u>please attach a transcript</u> of your marks for the period you received a part-time grant.							
Have you previously received a loan for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		▶ If yes, <u>please attach a transcript</u> of your marks for the period you received a part-time loan.							
If yes, were you successful in passing all course(s) for which you received a grant and/or loan? <input type="checkbox"/> Yes <input type="checkbox"/> No									

B. Income Information (List all total income from Line 150 of your 2016 Income Tax Return)

Your Income		Total Income \$
Your resources will be determined based on Line 150 of your 2016 Income Tax Return. If you have had no income, you must submit documentation explaining this situation. Please note that if you are applying in the province or territory of SK, MB, NS, NL, PEI, or YT you must submit a copy of your Notice of Assessment for verification.		
Your Spouse's/Common Law Partner's Income		Total Income \$
Your spouse's/common law partner's resources will be determined based on Line 150 of their 2016 Income Tax Return. If they have no income, they must submit documentation explaining this situation. Please note that if you are applying in the province or territory of SK, MB, NS, NL, PEI, or YT, you must submit a copy of your spouse's/common law partner's Notice of Assessment for verification.		Spouse's/Common Law Partner's Social Insurance Number (SIN)

Total combined (Your and Your Spouse's/Common Law Partner's) total **family** 2016 Income \$

C. Applicant's Declaration and Signature

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

Have you ever received a Canada Student Loan for part-time studies? Yes No If yes, and you have not yet paid the loan in full, what is the total principal outstanding of your part-time loan? ▶ \$

Are you currently in default of a Canada Student Loan for part-time and / or full-time studies and / or a Canada Apprenticeship Loan? Yes No **I request financial assistance to undertake my part-time post-secondary studies in the amount of ▶ \$**

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

I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and / or grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the *Canada Student Financial Assistance Act* and the *Apprenticeship Loans Act*. I authorize the 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 and / or Canada Apprenticeship Loan. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a grant, it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future grant funding and possible legal action by the Government of Canada. **I understand that, in respect of a Canada Student Loan and/or Grant if I knowingly make a false statement or misrepresentation in the application or other document or wilfully provide any false or misleading information, I am guilty of an offence under the *Canada Student Loans Act* and / or *Canada Student Financial Assistance Act* and liable for a fine or summary conviction.**

_____ Signature of Applicant _____ Date (YYYY-MM-DD)

Spouse's/Common Law Partner'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 the Canada Revenue Agency to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.

_____ Given and Family Name of Spouse/Common Law Partner (please print) _____ Signature of Spouse/Common Law Partner _____ Date (YYYY-MM-DD)

D. Program Information

What is the name of the post-secondary institution you plan to attend? What campus, college or city of this institution will you be attending? What is your program of study?

I hereby request financial assistance for the following course(s):

Course Description	Course Code	Type of Instruction (e.g.: in-class/correspondence/tele-course/distance learning)	Start Date	End Date
Example: Literature and Composition	ENGL 100	Correspondence course		

E. To Be Completed By The Educational Institution			
Complete Section E and verify that all information provided in Section D is complete and correct.			
Period of Study Commencement Date (YYYY-MM-DD)	Period of Study End Date (YYYY-MM-DD)	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of study? \$	What are the applicant's book and equipment costs for the period of study? \$
What is the applicant's percentage of a full course load? %	Number of Weeks of Study	Number of Courses per Week	What is the level of the applicant's program? <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Master's Degree
What faculty / division is the program considered to be in? <input type="checkbox"/> Administration / Business <input type="checkbox"/> Community Service <input type="checkbox"/> Health Sciences <input type="checkbox"/> Theology <input type="checkbox"/> Education <input type="checkbox"/> Agriculture / Related Sciences <input type="checkbox"/> Dentistry <input type="checkbox"/> Law <input type="checkbox"/> Trades <input type="checkbox"/> Arts / Sciences <input type="checkbox"/> Engineering / Technology <input type="checkbox"/> Medicine <input type="checkbox"/> Other (specify) _____			
Program of Study			
I certify that the above information in Section E of this application is correct based on the information provided by the applicant in Section D.			
Name of Authorized Officer of the Educational Institution		Title	Telephone Number
Signature of Authorized Officer			Date (YYYY-MM-DD)
Address of Educational Institution			Educational Institution Code

F. To Be Completed By The Provincial/Territorial Ministry			
Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of assistance to be provided <input type="checkbox"/> Canada Student Grant <input type="checkbox"/> Part-Time Canada Student Loan <input type="checkbox"/> Both	Field of study code	
Family Size Including Applicant	Did the applicant successfully complete previously funded courses (loan funding)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the applicant successfully complete previously funded courses (grant funding)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Income	\$	Requested amount of assistance by applicant (if indicated)	\$
Total Assistance Authorized			
Tuition and Compulsory Fees	\$	Part-Time Canada Student Loan	\$
Books / Equipment	\$	Grant for Students with Permanent Disabilities	\$
Transportation	\$	Grant for Part-Time Students with Dependants	\$
Child Care	\$	Grant for Part-Time Studies	\$
Miscellaneous	\$	Part-Time Provincial Student Loan	\$
Total Expenses	\$	Provincial Grant	\$
Comments			

Part-Time Canada Student Loan and Grant Application

Provincial/Territorial Student Aid Offices

NEWFOUNDLAND & LABRADOR

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

NEW BRUNSWICK

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

***QUÉBEC**

Service de l'accueil et des renseignements
Aide financière aux études
1035, rue De la Chevrotière
Québec, QC G1R 5A5
Région de Québec : (418) 643-3750
Région de Montréal : (514) 864-3557
Sans frais au Canada et aux États-Unis : 1-877-643-3750
www.afe.gouv.qc.ca

****ALBERTA**

Student Aid Alberta
PO Box 28000 STN MAIN
Edmonton AB T5J 4R4
Toll Free: 1 855-606-2096
studentaid.alberta.ca

YUKON TERRITORY

Student Financial Assistance
Department of Education
Government of Yukon
Box 2703
Whitehorse YT Y1A 2C6
Tel.: (867) 667-5929
Fax: (867) 667-8555
www.yukonstudentaid.com

PRINCE EDWARD ISLAND

Student Financial Services
176 Great George Street
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.manitobastudentaid.ca

****ONTARIO**

Student Financial Assistance Branch
Ministry of Advanced Education and Skills
Development
Ontario Student Assistance Program
(OSAP)
PO Box 4500
189 Red River Road 4th Floor
Thunder Bay, ON P7B 6G9
Tel.: (807) 343-7260
Toll-Free in North America: 1-877 OSAP -
411 (1 877 672 7411)
Telephone Device for the Deaf (TDD):
1-800-465-3958
Fax: (807) 343-7278
www.ontario.ca/osap

****BRITISH COLUMBIA**

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

NOVA SCOTIA

Student Assistance Office
Department of Labour and Advanced
Education
1256 Barrington Street
PO BOX 2290
Halifax, NS B3J 3C8
Tel.: (902) 424-8420
Fax: (902) 424-0540
www.novascotia.ca/studentassistance/

SASKATCHEWAN

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

***NORTHWEST TERRITORIES**

Student Financial Assistance
Department of Education, Culture and
Employment
Box 1320
Yellowknife NT X1A 2L9
Tel.: (867) 767-9355
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 Quebec, the Northwest Territories and Nunavut have chosen not to issue loans or grants under the Canada Student Loans Program. If you reside in these areas, please contact the appropriate office listed above for information on student assistance.**

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

Application for Assistance for Part-Time Studies

The *Canada Student Loans Act and Regulations (CSLA)* and / or the *Canada Student Financial Assistance Act and Regulations (CSFAA)* set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute. With respect to the assistance available to Part-Time students through the Canada Student Loans Program (CSLP), the following definitions apply:

- Canada Student Loan (CSL) - a debt obligation incurred by a qualifying student on entering into a loan agreement and which is owed to a lending institution or Her Majesty in Right of Canada.
- Canada Student Grant (CSG) - financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set out by the CSLP.
- Grant amounts are non-repayable provided that the eligibility criteria is maintained for the duration of the study period for which the grant was awarded.

This application form will be used to assess your eligibility for Part-Time CSL assistance as well as CSG assistance for Part-Time Studies.

Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number (SIN) to apply. Print clearly and sign the application in ink.

Instructions To The Applicant

- To apply for Part-Time assistance, **fully complete** sections **A, B, C** and **D** of the attached application form.
- Have the Educational Institution where you are pursuing your Part-Time studies complete Section **E**.
- Submit the completed application form, along with your Notice of Assessment (and spouse's or common law partner's, if applicable) to the appropriate authority in the province in which you last resided for at least 12 months in a row (not including time spent as a full time post-secondary student). See list of Appropriate Authorities on Page 4 of the application.

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

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

Note to Applicants with Permanent Disabilities

The CSLP provides for the option of being considered Full-Time or Part-Time for students with permanent disabilities taking between 40% and 59% of a Full-Time course load and additional assistance for students with permanent disabilities who demonstrate that they have a permanent disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability and you require additional funding to offset exceptional, education-related costs related to your permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your Educational Institution and apply for the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities (CSG-PDSE). Students who wish to apply for this grant, provided through the CSLP, must fill out a separate application.

Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*, the *Canada Student Financial Assistance Act (CSFAA)* and *Regulations*, the *Canada Student Loans Act (CSLA)* and *Regulations*, and the *Apprentice Loans Act (ALA)* and *Regulations* for the administration of the Canada Student Loans Program (CSLP) and/or the Canada Apprentice Loan (CAL). The Social Insurance Number (SIN) is collected under the authority of the CSFAA, the *Canada Student Financial Assistance Regulations (CSFAR)*, the *Canada Student Loan Regulations (CSLR)*, and the *Apprentice Loans Regulations (ALR)*, and in accordance with the Treasury Board Secretariat *Directive on the Social Insurance Number* which lists the CSFAA, the CSFAR, the CSLR, and the ALR as authorized users of the SIN. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the CSLP and the CAL.

Participation in the Canada Student Loans Program is voluntary. Refusal to provide personal information will result in not being considered for a Canada Student Loan.

The information you provide may be shared with the federal government, the provincial/territorial government(s), the Student Loan Corporation of NL and its agents, the National Student Loans Service Centre, the Canada Apprentice Loan Service Centre, financial institutions, the Canada Revenue Agency, consumer credit grantor(s), credit bureau(s), credit reporting agency(ies), any person or business with whom you have or may have had financial dealings, and your Financial Institution(s) to directly or indirectly collect, retain, use, and exchange among themselves any personal information related to this application for the purposes of carrying out their duties under the Federal Act(s) and Regulation(s) and/or the applicable Provincial Act(s) and Regulation(s) relating to student and/or apprentice financial assistance, including for administration, enforcement, debt collection, audit, verification, research, and evaluation purposes.

Your personal information is administered in accordance with the CSFAA and CSFAR, the CSLA and CSLR, the ALA and ALR, the *Department of Employment and Social Development Act*, the *Privacy Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information which is described in Personal Information Banks ESDC PPU 030 and/or ESDC PPU 709. Instructions for obtaining this information are outlined in the government publication entitled, [Info Source](#), which is available at the following web site address: www.canada.ca/infosource-ESDC. [Info Source](#) may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: https://www.priv.gc.ca/faqs/index_e.asp#q005

Terms and Conditions

1. Eligibility for Program Assistance

The Canada Student Loans Program (CSLP) provides assistance for individuals who undertake their program of study on a Part-Time basis.

In order to be eligible you must:

- be a Canadian citizen, a permanent resident of Canada, or a protected person (as defined by the *Immigration and Refugee Protection Act*);
- be a resident during your period of study of a province or a territory that issues CSLs;
- demonstrate financial need;
- be enrolled in 20-59% of a full course load at a designated Educational Institution;
- pass a credit check if you are 22 years of age or older and applying for a CSL for the first time;
- have not reached the maximum \$10,000 in Part-Time CSL at any one time; and
- are not in default of a full-time or part-time CSL and / or a CAL.

Note: If you are in default on Part-Time and / or Full-Time CSLs issued prior to August 1, 2000, contact your lender to inquire what process is required to remove the restricted status on your loan(s). If you are in default on previous loans issued after August 1, 2000, you will not be eligible for further assistance until you receive clearance from the CSLP. Please contact the National Student Loans Service Centre (NSLSC) at 1-888-815-4514. If you are in default on your Canada Apprentice Loan, you are not eligible to receive further student financial assistance until your restriction is removed. Please contact the Canada Apprentice Loan Service Centre at 1-855-844-5670 to inquire what process is required to remove the restricted status on your loan.

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

- tuition including compulsory fees;
- books and supplies;
- transportation to and from classes;
- child care costs incurred to attend classes; and
- an incidental allowance of \$10 per week, per course.

Applicants taking studies through correspondence or distance learning may not be assessed child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

3. Resources

An applicant (and spouse or common law, if applicable) is required to report all family income as per Line 150 of their 2016 Income Tax Return(s). The combined total family income (income before deductions) will determine eligibility for CSLs and CSGs.

4. Assistance Provided

Eligible applicants under the CSLP will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

5. Repayment

Repayment of principal portion and accrued interest of the Outstanding Loan Balance is due at the latest by the last day of the seventh (7th) month following the month in which the applicant ceases to be a Part-Time Student. Interest does not accrue during the study period on Part-Time loans.

6. Verification

An applicant (and spouse or common law) must sign a declaration releasing income tax data for verification.

An applicant (and spouse or common law) must sign a certification on the application form that the information given is true and he / she is aware of the terms and conditions and will abide by them.

Every person who, in respect of a student loan or other financial assistance to a student, knowingly makes any false statement or misrepresentation, including by omission, in an application or other document or knowingly provides any false or misleading information, including by omission, is guilty of an offence and liable on summary conviction to a fine not exceeding \$1,000.

Details of your educational program and costs must be completed and signed by an official of your Educational Institution.

If you have previously negotiated Part-Time CSLs, you must fully answer any questions concerning them.

Canada Student Grants

Grant for Students with Permanent Disabilities

Part-Time Students with permanent disabilities may be eligible to receive \$2,000 per federal student loan year to help cover the costs of tuition, books and accommodations.

Grant for Services and Equipment for Students with Permanent Disabilities

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

Grant for Part-Time Students with Dependants

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

Grant for Part-Time Studies

Part-Time Students may be eligible to receive up to \$1,800 per student loan year.

For more information visit:

www.canada.ca/student-financial-assistance