

REQUESTING A FUNDING REVIEW

A review is a reconsideration of an initial assessment for student financial assistance. You may request a review of your funding amounts at any time after receiving your Notice of Assessment. In order to allow time for processing, your request must be received by Student Financial Services (SFS) **at least six weeks prior to** your period of study end date.

Reviews must be submitted **in writing** to SFS along with the supporting documentation. The type of documentation required is outlined for each type of review described below.

Note that financial information provided to SFS is subject to verification and audit. If the actual income is higher than what was used to calculate your funding, you may have an overaward to reimburse.

Types of Reviews

➤ Review of Student's Gross Income

If you expect there will be a decrease in your gross income (line 150) for the current 2018 taxation year (January 1st to December 31st, 2018) from that declared on line 150 of your 2017 Income Tax Return, complete this form.

Required documentation: You must submit a completed [Review of Student's Gross Income](#) form.

➤ Fixed Student Contribution

If you face unexpected financial difficulties that prevent you from making the expected fixed student contribution you may request a review. For example, this may include your inability to find employment or your inability to work due to illness.

Required documentation: You must submit a completed [Fixed Student Contribution Review](#) form.

➤ Parental Contribution

If you are a dependent student and your parents are unable to provide the expected parental contribution because of an unavoidable reduction in their income, you may request a review. For example, if one of your parents retired this year, SFS can reassess your file using the lower income expected this year.

Required documentation: You must submit a completed [Parental Contribution Review](#) form.



➤ **Fixed Partner Contribution**

If you are a married/common-law student and your partner is unable to provide the fixed partner contribution because of a change in his/her income situation or an unavoidable reduction in his/her income, you may request a review. For example, if your partner is unable to work due to an accident or illness. Note that your partner is exempt from making a contribution if he/she is also a full-time student or is receiving Employment Insurance, Social Assistance or federal/provincial disability benefits. Therefore, if these exemptions have not been captured in your initial assessment, you will need to advise SFS.

Required documentation: You must submit a completed [**Fixed Partner Contribution Review**](#) form.

➤ **Emergency or Extraordinary Expenses**

If you, your parent, or your partner, have experienced unavoidable extraordinary expenses that you wish considered, you may request a review. For example, you, your parent, or partner may have medical/optical expenses, health care costs, or prescription costs not covered by a drug/insurance plan.

Required documentation: You must submit a completed [**Request for a Review of Emergency or Extraordinary Expenses during the Study Period**](#) form.

➤ **Other**

If the information you initially provided on, or in support of, your application has either changed or was incorrect, or you feel an error was made on your file, you may request a review. For example, this may include a change in your marital status, your family or personal situation, or your study information.

Required documentation: You must provide a written statement detailing the reason(s) a change is necessary on your application. If possible, proof of your situation should be included.