

## 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 after receiving your Notice of Assessment. A review is not required if the income reported on line 15000 of the previous year income tax return was under \$30,000 as there will be no impact to the assessment.

A request for review must be submitted to Student Financial Services (SFS), **in writing**, using a specific form that corresponds to each type of review described below. Additional supporting documentation may also be required as outlined on each form. In order to allow time for processing, your request must be received by SFS **at least six weeks prior to** your period of study end date.

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

- **Student's Gross Income**

If you expect there will be a significant decrease in your gross income (line 15000) for the 2023 taxation year (January 1<sup>st</sup> to December 31<sup>st</sup>, 2023) from that declared on line 15000 of your 2022 income tax return, you may request a review.

**Note:** Dependent students do not qualify for this type of review since their gross family income is determined by their parents' income only.

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

- **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 with acceptable proof.

### Student Financial Services

#### Post-Secondary Education, Training and Labour

Beaverbrook Building P.O. Box 6000 Fredericton NB E3B 5H1  
Tel. : (506) 453-2577 Toll Free : 1(800) 667-5626 Fax : (506) 444-4333



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- **Partner's Gross Income/Fixed Partner Contribution**

If you are a **married/common-law** student and you expect there will be a significant decrease in your partner's gross income (line 15000) for the 2023 taxation year (January 1<sup>st</sup> to December 31<sup>st</sup>, 2023) from that declared on line 15000 of their 2022 income tax return, you may request a review.

If your partner is unable to provide the fixed partner contribution because of a change in their income situation or an unavoidable reduction in their 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 they are also a full-time student or are 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 [Partner's Gross Income and Fixed Contribution Review](#) form with acceptable proof.

- **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](#) form with acceptable proof.

- **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 period 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.

Completed forms and supporting documentation can be submitted electronically by visiting [studentaid.gnb.ca](http://studentaid.gnb.ca) and selecting *Upload a Document*. All forms and documentation can also be sent by fax or mail to Student Financial Services.

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