

CHANGE OF ACADEMIC STATUS



This form is to be completed by the educational institution for all students who have a change in their academic status prior to their period of study end date and must be forwarded to Student Financial Services (SFS) as soon as the change occurs.

Note: For students who have transferred to a new program of study at the same institution or campus, please complete the *Program Change Notification* form.

Student ID

XXX	XXX		
Social Insurance Number		Student's First Name	Student's Last Name

Name of Educational Institution	Name of Program of Study

Reason for Student's Change in Status

- Withdrew from studies
- Dropped to less than 60% of a full-time course load (40% if permanently disabled)
- Requested to leave due to unsatisfactory progress
- Early completion
- Change in institution or campus of the same institution

First day student attended Last day student attended full-time

DD	MM	YYYY		DD	MM	YYYY

Student financial assistance disbursed to school \$

Applicable fees charged to the student for the dates student attended full-time:

Tuition \$ Student Fees \$ Other \$ Specify

Refund Calculation

The amount of student financial assistance disbursed to the school that exceeds the applicable fees charged to the student **must be refunded to the National Student Loan Service Centre (NSLSC)** within four weeks of the change in status. Refunds are **not** to be issued to the student.

Fees paid not using student financial assistance	\$	+	Student financial assistance disbursed to school	\$	-	Total applicable fees charged to student	\$	=	Refund to NSLSC	\$
<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>			<input style="width: 80px;" type="text"/>	

NSLSC Notification

The NSLSC must be advised of the student's change in status through the Electronic Confirmation of Enrolment (ECE) portal or by calling 1-888-815-4514.

	Date NSLSC Advised						
Name and title of person advising NSLSC	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 40px; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td style="text-align: center;">YYYY</td> </tr> </table>				DD	MM	YYYY
DD	MM	YYYY					

For refunds, make cheque or money order payable to:
National Student Loans Service Centre
PO Box 4030, Mississauga, ON L5A 4M4

Amount of Refund	Date Refund Sent to NSLSC						
\$ <input style="width: 80px;" type="text"/>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 40px; height: 15px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td style="text-align: center;">YYYY</td> </tr> </table>				DD	MM	YYYY
DD	MM	YYYY					

Educational Institution Official

Name and title of person completing this form (print)	Date	Telephone
Signature of person completing this form	Email	