

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

<input type="text"/> Name of Educational Institution	<input type="text"/> Name of Program of Study
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Reason for Student's Change in Status

- Withdrew from studies
- Dropped to less than 60% of a full-time course load (40% if a student with a disability)
- 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
<input type="text"/>	<input type="text"/>
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	\$ <input type="text"/>	+	Student financial assistance disbursed to school	\$ <input type="text"/>	-	Total applicable fees charged to student	\$ <input type="text"/>	=	Refund to NSLSC	\$ <input type="text"/>
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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.

<input type="text"/>	Date NSLSC Advised
Name and title of person advising NSLSC	<input type="text"/>
	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 type="text"/>	<input type="text"/>
	DD MM YYYY

Educational Institution Official

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name and title of person completing this form (print)	Date	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of person completing this form	Email	