CHANGE OF ACADEMIC STATUS

This form is to be completed by the post-secondary 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.

SECTION A - STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name (current legal name)</th>
<th>First Name (current legal name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX XXX</td>
<td></td>
</tr>
</tbody>
</table>

Social Insurance Number (last 3 digits only)

<table>
<thead>
<tr>
<th>Student ID Number (at your Institution)</th>
</tr>
</thead>
</table>

SECTION B - INSTITUTION AND PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Name of Program of Study</th>
</tr>
</thead>
</table>

SECTION C – STATUS CHANGE INFORMATION

Reason for Student’s Change in Status
- [ ] Withdrew from studies
- [ ] Dropped to less than 60% of a full-time course load (40% if student with disability)
- [ ] Requested to leave due to unsatisfactory progress
- [ ] Early completion
- [ ] Change in institution or campus of the same institution

First day student attended: yyyy mm dd

Last day student attended full-time*: yyyy mm dd

*This is not the same as the date the school was notified of change

SECTION D - FINANCIAL INFORMATION

Student financial assistance disbursed to school: $

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

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Student Fees</th>
<th>Other</th>
<th>Specify</th>
</tr>
</thead>
</table>

SECTION E – 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: $

SECTION F – 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.

Name and title of person advising NSLSC:

Date NSLSC advised: yyyy mm dd

Date refund sent to NSLSC: yyyy mm dd

Amount of Refund: $

SECTION F – INSTITUTION OFFICIAL

Declaration

I declare that the information provided on this form is complete and true and that I am authorized to provide this information on behalf of the institution identified in Section B.

Name of authorized representative

(you may be contacted by our office if we require additional information)

Email address

Phone number

Signature of authorized representative

Date