



Shaded area for office use only

Date received (yyyy/mm/dd) Institution Code

PART-TIME STUDENT LOAN AND/OR GRANT APPLICATION

Province / Territory to which you are applying Student number (if applicable) Social Insurance Number (SIN)

CANADA STUDENT LOANS PROGRAM

A. PERSONAL DATA

Last name First name

Current address (street, rural route, post office box) Apartment number

City / Town Province / Territory Postal code Country

Area code and telephone number Date of birth (yyyy/mm/dd) Sex Citizenship status Additional documentation may be required. Please reference section below.

Marital status Do you wish to declare yourself as a student with a permanent disability? How many dependants do you have living with you full-time during your study period in each age group?

If yes, you must attach proof of your permanent disability e.g. medical certificate, learning disability assessment. NOTE: For persons 18 years of age or older to be considered dependent, they must be full-time secondary or post-secondary students, or disabled.

What is the total weekly amount you expect to pay for child care (day-care) for your children, 11 years of age or younger (or 12 and older, who have a disability), during class hours for your current / proposed study period? Permanent address (street, rural route, post office box) (IF DIFFERENT FROM ABOVE) Apartment number

City / Town Province / Territory Postal code Country

Area code and telephone number Email address of student

Additional citizenship status documentation is required:

If you selected Permanent Resident, you must attach a copy of your Permanent Resident Card. If you selected Protected Person, you must attach a copy of a valid Protected Persons Status Document (if available), OR a copy of the Immigration and Refugee Board's Notice of Decision document, OR a copy of Citizenship and Immigration Canada's Verification of Status document.

Large empty box for additional information or attachments.

Have you previously received a grant and/or loan for part-time studies? If yes, were you successful in passing all course(s) for which you received a grant and/or loan? If "yes", please attach a transcript of your marks for the period you received a part-time grant and/or loan

B. INCOME INFORMATION

List all gross income from the last year (Line 150 of your Income Tax Return).

YOUR INCOME

Your resources will be determined based on the last year (Line 150 of your Income Tax Return). (If you have had no income, you must submit documentation explaining this situation.)

	Gross \$ Amount
TOTAL GROSS INCOME (12 month period)	\$

YOUR SPOUSE'S/COMMON LAW'S INCOME

Your spouse's/common law partner's resources will be determined based on the last year (Line 150 of their Income Tax Return) and as such, your spouse/common law partner must provide proof of income (If your spouse/common law partner has had no income, then they must submit documentation explaining this situation.)

Spouse's/common law's
Social Insurance Number

	Gross \$ Amount
TOTAL GROSS INCOME (12 month period)	\$

Total combined (YOUR and YOUR SPOUSE'S/COMMON LAW'S) gross **family** income from last year. **\$****C. APPLICANT'S DECLARATION AND SIGNATURE**Have you ever negotiated
a Canada Student Loan
for full-time studies? Yes NoHave you ever negotiated
a Canada Student Loan
for part-time studies? Yes NoIf "Yes", and you have not yet paid the loan
in full, what is the total principal outstanding
of your part-time loan. ▶ **\$**Are you currently in default of a
Canada Student Loan for part-time
and / or full-time studies? Yes No**I request financial assistance to undertake my
part-time post-secondary studies in the amount of**▶ **\$**

I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and / or grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the *Canada Student Financial Assistance Act*. I authorize Canada Revenue Agency to disclose any information pertaining to my income tax records. I certify that I am not currently in default of any Canada Student Loans. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a grant, it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future grant funding and possible legal action by the Government of Canada. **I understand that, in respect of a Canada Student Loan and/or Grant if I knowingly make a false statement or misrepresentation in the application or other document or wilfully provide any false or misleading information, I am guilty of an offence under the *Canada Student Loans Act* and / or *Canada Student Financial Assistance Act* and liable for a fine or summary conviction.**

Signature of Applicant_____
Date (yyyy/mm/dd)**SPOUSE'S/COMMON LAW'S DECLARATION AND SIGNATURE**

I have given complete and true information on this form. I understand that personal information that is relevant to a reassessment or an appeal may be shown to the applicant if the applicant appeals his or her assessment or if the appropriate authority makes a reassessment of financial assistance. I authorize Canada Revenue Agency to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.

Signature of Spouse/common law_____
Date (yyyy/mm/dd)

D. PROGRAM INFORMATION		
What is the name of the post-secondary institution you plan to attend?	What campus, college or city of this institution will you be attending?	What is your program of study?
I hereby request financial assistance for the following course(s):		
Course Description	Course Code	Type of Instruction (e.g.: in-class/correspondence/tele-course/distance learning)
Example: Literature and Composition	e.g.: ENGL 100	e.g.: Correspondence course

E. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION

Period of studies commencement date yyyy/mm/dd	Period of studies end date yyyy/mm/dd	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of studies? \$	What are the applicant's book and equipment costs for the period of studies? \$
What is the applicant's percentage of a full course load? %	Number of weeks of study	Number of courses per week	What is the level of the applicant's program? <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Doctoral degree <input type="checkbox"/> Certificate <input type="checkbox"/> Master's degree

What faculty / division is the program considered to be in?

<input type="checkbox"/> Administration / Business	<input type="checkbox"/> Community Service	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Theology	<input type="checkbox"/> Education
<input type="checkbox"/> Agriculture / Related Sciences	<input type="checkbox"/> Dentistry	<input type="checkbox"/> Law	<input type="checkbox"/> Trades	
<input type="checkbox"/> Arts / Sciences	<input type="checkbox"/> Engineering / Technology	<input type="checkbox"/> Medicine	<input type="checkbox"/> Other (specify) _____	

I certify that the above information in Section E of this application is correct based on the information provided by the applicant in Section D.

Name of Authorized Officer of the Educational Institution	Title	Telephone No.
Signature of Authorized Officer		Date (yyyy/mm/dd)

F. TO BE COMPLETED BY THE PROVINCIAL/TERRITORIAL MINISTRY

Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of assistance to be provided <input type="checkbox"/> Canada Student Grant <input type="checkbox"/> Part-Time Canada Student Loan <input type="checkbox"/> Both	Field of study code
Total Income \$	Did the applicant successfully complete previously funded courses (loan and grant funding)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tuition and Compulsory Fees \$	Requested amount of assistance by applicant (if indicated) \$	
Books / Equipment \$	TOTAL ASSISTANCE AUTHORIZED	
Transportation \$	Part-Time Canada Student Loan \$	
Child Care \$	Grant for Students with Permanent Disabilities \$	
Miscellaneous \$	Grant for Part-Time Students with Dependants \$	
TOTAL EXPENSES \$	Grant for Part-Time Studies \$	
	Part-Time Provincial Student Loan \$	
	Provincial Grant \$	

Comments

Part-Time Canada Student Loan and/or Grant Application

Provincial/Territorial Student Aid Offices

NEWFOUNDLAND & LABRADOR

Student Financial Services
Department of Advanced Education & Skills
PO Box 8700
St. John's NL A1B 4J6
Tel.: (709) 729-5849
Fax: (709) 729-2298
www.ed.gov.nl.ca/studentaid

NEW BRUNSWICK

Student Financial Services
Department of Post-Secondary Education,
Training and Labour
P.O. Box 6000,
440 King Street
Fredericton, NB E3B 5H1
Tel.: (506) 453-2577
1-800-667-5626
Fax: (506) 444-4333
www.studentaid.gnb.ca

†QUÉBEC

Service de l'accueil et des renseignements
Aide financière aux études
1035, rue De la Chevrotière
Québec G1R 5A5
Région de Québec : (418) 643-3750
Région de Montréal : (514) 864-3557
Sans frais au Canada et aux États-Unis : 1-877-643-3750
www.afe.gouv.qc.ca

***ALBERTA**

Student Aid Alberta
PO Box 28000 STN MAIN
Edmonton AB T5J 4R4
Toll Free: 1 855-606-2096
Fax: (780) 422-4516
studentaid.alberta.ca

YUKON TERRITORY

Student Financial Assistance
Department of Education
Government of Yukon
Box 2703
Whitehorse YT Y1A 2C6
Tel.: (867) 667-5929
Fax: (867) 667-8555
www.education.gov.yk.ca/advanceded/sfa

PRINCE EDWARD ISLAND

Student Financial Services
90 University Ave., Suite 212
PO Box 2000
Charlottetown PE C1A 7N8
Tel.: (902) 368-4640
Fax: (902) 368-6144
www.studentloan.pe.ca

MANITOBA

Manitoba Student Aid
401-1181 Portage Avenue
Winnipeg MB R3G 0T3
Tel.: 204-945-6321
Fax: 204-948-3421
www.manitobastudentaid.ca

***ONTARIO**

Student Financial Assistance Branch
Ministry of Training, Colleges and Universities
Ontario Student Assistance Program (OSAP)
PO Box 4500
189 Red River Road 4th Floor
Thunder Bay, ON P7B 6G9
Tel.: (807) 343-7260
Toll-Free in North America: 1-877 OSAP - 411 (1 877
672 7411)
Telephone Device for the Deaf (TDD):
1-800-465-3958
Fax: (807) 343-7278
www.ontario.ca/osap

***BRITISH COLUMBIA**

Ministry of Advanced Education,
Innovation and Technology
StudentAid BC
PO Box 9173
Stn Prov Govt
Victoria, BC V8W 9H7
Telephone:(toll free from Canada & USA) 1-800-561-1818
Telephone: (from outside North America) 250-387-6100
Fax: (toll free) 1-866-312-3322
Fax: 250 356-9455

NOVA SCOTIA

Student Assistance Office
Department of Labour and Advanced Education
2021 Brunswick Street
PO Box 2290, Halifax Central
Halifax, NS B3J 3C8
Tel.: (902) 424-8420
Fax: (902) 424-0540
www.studentloans.ednet.ns.ca

SASKATCHEWAN

Student Services
Ministry of Advanced Education
1120 - 2010 12th Avenue
Regina SK S4P 0M3
Tel.: (306) 787-5620
Toll Free: 1-800-597-8278
Fax: (306) 787-1608
www.student-loans.sk.ca

†NORTHWEST TERRITORIES

Department of Education, Culture and Employment
Box 1320
Yellowknife NT X1A 2L9
Tel.: (867) 873-7190
1-800-661-0793
Fax: (867) 873 -0336
1-800-661-0893
www.nwtsfa.gov.nt.ca

†NUNAVUT

Financial Assistance for Nunavut Students
Department of Education
Toll Free: 1-877-860-0680 (Can also be used locally)
Baffin: Tel.: (867) 473-2600
Toll Free: 1-800-567-1514
Kivalliq: Tel.: (867) 645-5040
Toll Free: 1-800-953-8516
Kitikmeot: Tel.: (867) 983-4031
Toll Free: 1-800-661-0845
www.gov.nu.ca/education

Note:

- † The province of Québec and the Northwest Territories and Nunavut have chosen not to issue loans or grants under the Canada Student Loans Program. If you reside in these areas, please contact the appropriate office listed above for information on student assistance.
- * The provinces of Alberta, British Columbia, and Ontario utilize an application form for part-time assistance which is different from the application form attached. If you are a resident in Canada in one of these provinces and wish to apply for assistance for part-time studies, you should contact the provincial authority in your province to obtain the proper application form.

Aussi disponible sur demande en français

Application for Assistance for Part-Time Studies

The *Canada Student Loans Act and Regulations (CSLA)* and / or the *Canada Student Financial Assistance Act and Regulations (CSFAA)* set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute. With respect to the assistance available to Part-Time students through the Canada Student Loans Program (CSLP), the following definitions apply:

- | | |
|---------------------------|--|
| Canada Student Loan (CSL) | - a debt obligation incurred by a qualifying student on entering into a loan agreement and which is owed to a lending institution or Her Majesty in Right of Canada. |
| Canada Student Grant | - financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set out by the CSLP. |
| | - Grant amounts are non-repayable provided that the eligibility criteria is maintained for the duration of the study period for which the grant was awarded. |

This application form will be used to assess your eligibility for Part-Time **Canada Student Loan** assistance as well as **Canada Student Grant** assistance for Part-Time Studies.

Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number to apply. Print clearly and sign the application in ink.

INSTRUCTIONS TO THE APPLICANT

- To apply for Part-Time assistance, fully complete sections **A, B, C** and **D** of the attached application form.
- Have the Educational Institution at which you are going to be pursuing your Part-Time studies complete Section **E**.
- Submit the completed application form, along with proof of your income (and spouse's or common law's, if applicable) to the appropriate authority in the province in which you are residing when you are in Part-Time studies. (See list of Appropriate Authorities on reverse of the application). In some provinces you must submit your application directly to your educational institution. Contact your educational institution to be sure of where to submit this completed form.

Note: If you are a previous recipient of a grant and/or loan for Part-Time Studies, you must also provide documentation indicating successful completion of all previously funded course(s).

Special Note to Applicants with Permanent Disabilities

The Canada Student Loans Program provides for the option of being considered full-time or part-time for students with permanent disabilities taking between 40% and 59% of a full-time course load and additional assistance for students with permanent disabilities who demonstrate that they have a permanent disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your educational institution prior to completing this application form to obtain further information on the various Permanent Disability provisions available through the Canada Student Loans Program.

Notice of Collection of Personal Information

Your personal information is collected under the authority of the CSFAA, the CSLA, and the Privacy Act for the purpose of administering the Canada Student Loans Program (CSLP).

The Social Insurance Number (SIN) is collected by the Minister of Human Resources and Skills Development under the express authority of the CSFAA and in accordance with the Treasury Board Secretariat Directive on Privacy Protection regarding use of the SIN. The SIN will be used for the administration of the CSLP under the CSFAA. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the CSLP.

Completion of this agreement is voluntary; however failure to provide your personal information will result in not being considered for a Canada Student Loan.

For the purpose of the administration and/or enforcement of the CSFAA or the CSLA the information collected on this form will be shared with provincial governments, financial institutions and the NSLSC. It could also be shared with other federal government institutions, and any previous lender.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of HRSDC may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal Information is administered in accordance with the CSFAA, the CSLA, and the Privacy Act. You have the right to, the protection of, and access to, your personal information. It will be retained in Personal Information Bank No PPU 030. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following web site address; <http://www.infosource.gc.ca>. Info source may also be accessed on-line at any Service Canada Centre.

CONTINUED ON REVERSE

INSTRUCTIONS TO THE EDUCATIONAL INSTITUTION

- Complete Section **E** on the attached application and verify that all information provided in Section **D** is complete and correct.

TERMS AND CONDITIONS

1. Eligibility for Program Assistance

The Canada Student Loans Program provides assistance for individuals who undertake their program of study on a Part-Time basis.

In order to be eligible you must:

- Be a Canadian citizen, a permanent resident of Canada, or a protected person (as defined by the Immigration and Refugee Protection Act);
- be a resident during your period of study of a province or a territory that issues Canada Student Loans;
- demonstrate financial need;
- be enrolled in 20-59% of a full course load at a designated Educational Institution;
- pass a credit check if you are 22 years of age or older and applying for a Canada Student Loan for the first time; and
- not have more than \$10,000 in Part-Time Canada Student Loan at any one time.

Note: If you are in default on Part-Time and / or Full-Time Canada Student Loans issued prior to August 1, 2000, contact your lender to remove the restricted status on your loan(s). If you are in default on previous loans issued after August 1, 2000, you will not be eligible for further assistance **until you receive** clearance from the Canada Student Loans Program by contacting the National Student Loans Service Centre at 1-888-815-4514.

2. Eligible Costs - Applications will be assessed based on the following costs (if applicable):

- Tuition including compulsory fees;
- books and supplies;
- transportation to and from classes;
- child care costs incurred to attend classes; and
- an incidental allowance of \$10 per week, per course.

Applicants taking studies through correspondence or distance learning may not be assessed child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

3. Resources

An applicant, (and spouse or common law, if applicable) is required to report all family income from the last year (as per Line 150 of their Income Tax Return(s)). The combined gross family income (income before deductions) will determine eligibility for Canada Student Loans and Grants.

4. Assistance Provided

Eligible applicants under the Canada Student Loans Program will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

5. Repayment

Repayment of principal portion and accrued interest of the Outstanding Loan Balance is due at the latest by the last day of the seventh (7th) month following the month in which the applicant ceases to be a Part-Time Student. Interest does not accrue during the study period on part-time loans.

6. Verification

An applicant (and spouse or common law) must sign a waiver releasing income tax data for verification.

An applicant (and spouse or common law) must sign a certification on the application form that the information given is true and he / she is aware of the terms and conditions and will abide by them.

Every person who, in respect of a student loan or other financial assistance to a student, knowingly makes any false statement or misrepresentation, including by omission, in an application or other document or knowingly provides any false or misleading information, including by omission, is guilty of an offence and liable on summary conviction to a fine not exceeding \$1,000.

Details of your educational program and costs must be completed and signed by an official of your educational institution.

If you have previously negotiated Part-Time Canada Student Loans, you must fully answer any questions concerning them.

Note: You must negotiate all Canada Student Loans, Full-Time and Part-Time, at the National Student Loans Service Centre.

Canada Student Grants

Grant for Students with Permanent Disabilities

Part-Time Students with permanent disabilities may be eligible to receive \$2,000 per federal student loan year to help cover the costs of tuition, books and accommodations.

Grant for Services and Equipment for Students with Permanent Disabilities

Part-time students with permanent disabilities may be eligible to receive up to \$8,000 to help offset exceptional, education-related costs. Applicants must complete a separate application form to apply for this grant.

Grant for Part-Time Students with Dependants

Part-Time Students with up to two dependants under 12 years of age (or older if the dependant has a permanent disability) may be eligible to receive \$40 per week of study up to a maximum of \$1,920. Students with three or more dependants may be eligible to receive \$60 per week of study up to a maximum of \$1,920.

Grant for Part-Time Studies

Part-Time Students may be eligible to receive up to \$1,200 per federal student loan year.

For more information visit:

CanLearn.ca