Canada

PART-TIME STUDENT GRANT AND LOAN APPLICATION 2022-2023

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

CANADA STUDENT FINANCIAL ASSISTANCE PROGRAM			Province / Territory in which you are a resident Please see Page 5 for Residency definition		Student Number (if applicable)		able)	Social Insurance Number (SIN)			
A. Personal Information						1			I		
Family Name				Given Nam	e						
Address While at School (Street, Apartment Numb	er, Rural Route	, Post Offic	ce Box)								
City / Town			Province / Terr	itory	Postal	Code	Country				
Telephone Number While at School	Cell Phone Nu	ımber Whil	e at School	D	ate of Birth	(YYYY-MM-DD)		Gende	~	See page 5 for other options	
Citizenship Status Canadian Citizen Protected Person Permanent Resident Person registered as an Indian under the Indian Act who is not a Canadian citizen	If you selected If you selected the Immigration	d Permane d Protected on and Ref	d Person, you m ugee Board of (u must attach nust attach a Canada's No	h a copy of copy of a vi tice of Decis	alid Protected Pe	rsons Statu R a copy o	us Docu of Immig	ment (if availa ration, Refuge	anding document. ble), OR a copy of es and Citizenship ssing your	
Do you wish to declare yourself as a student with Do you wish to declare yourself as a student with If you wish to declare yourself as a student with a certificate, psychoeducational assessment, docum Note for borrowers with a permanent disability: If are not required to submit additional proof of your than five years, a new learning disability assessm	a persistent or p permanent disa nentation demo documentation disability. Note	prolonged ability, or a nstrating yo of your per that psych	student with a pour receive other manent disabilit oeducational as	r federal or p by has previous ssessments of	rovincial/ter usly been co done before	ritorial disability b onfirmed when ap the applicant's 18	enefits). oplying for a	a federa	al or provincial	student loan, you	
Marital Status Single Married Common-Law 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 permanent disability), during class hours for your current / proposed study period?			3347		How many dependants do you have living with you full-time during your study period in each age group? 0 - 11 years of age						
				NOTE: For persons 18 years of age or older to be considered dependent, they must be full-time secondary or post-secondary students, or permanently disabled. Persons							
				who have been out of high school for at least 4 years or have been in the work force for at least 12 months in a row on 2 or more occasions may not be considered dependent. Please note that if you are applying in the Territory of Yukon and have depended					sability		
Permanent Address (Street, Apartment Number, Rural Route, Post Office Box)					you are required to submit a copy of the birth certificate for each dependants,						
Permanent Address (Street, Apartment Number, R	urai Roule, Pos)))								
City / Town			Province / Terr	itory	Postal	Code	Country				
Permanent Telephone Number	Permane	ent Cell Ph	one Number	Email Addr	ess of Stude	ent	1				
Have you ever studied part-time AND received a g	grant and/or a lo	oan for thos	se studies?)Yes () N	10						
If yes, did you pass all of your courses for the mos If yes, please attach a transcript of you If no, since the last time you received for that semester? Yes No o If yes, please attach a trans	ir marks for that unding for part-1	study perio time studie	od s, have you fun		C)Yes		all of your cou	rses for	
B. Income Information (List the income	from Line 1500	00 of your 2	2021 Income Ta	ax Return)							
Your Income Your resources will be determined based on Line must submit documentation explaining this situation of SK, MB, NS, NL, PEI, NB or YT you must sub	on. Please note	e that if yo	u are applying	in the provi	nce or terr		Tota	I Inco	ome \$		

PROTECTED B WHEN COMPLETED IMPORTANT - PLEASE READ THIS APPLICATION IN ITS ENTIRETY

Your Spouse's/Common-Law Partner's Income						
Your spouse's/common-law partner's resources will be determined based on Line 15000 of their 2021 Income Tax Return. If they have no income, they must submit documentation explaining this situation. Please note that if you are applying in the province or territory of SK, MB, NS, NL, PEI, NB or YT, you must submit a copy of your spouse's/common-law partner's Notice of Assessment for verification.					e \$	
Total combined (Your and Your Spouse's/Commo	on-Law Partner's)	family 2021	ncome		\$	
C. Applicant's Declaration and Signature	;					
Have you received a Part-Time Canada Student Loan that you have not fully repaid? If yes, what is the total outstanding balance to be repaid on your part-time loan(s)?						
I request financial assistance to undertake my part-time post-secondary studies in the amount of \$						
Borrowers in default of their full-time or part-time stud loans are brought up to date.	dent loans, or their	r Canada Appre	entice Loans, are restricted from rec	eiving all forms of	further as	sistance until their
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 <i>Canada Student Financial Assistance Act</i> and the <i>Apprentice Loans Act</i> . I authorize the 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 and/or Canada Apprentice Loan. 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 willfully provide any false or misleading information, I am guilty of an offence under the <i>Canada Student Loans Act</i> and/or <i>Canada Student Financial Assistance Act</i> and liable for a fine or summary conviction.						
Sig	gnature of Applicant		Date (YYYY	-MM-DD)		
Spouse's/Common-Law Partner'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 the Canada Revenue Agency to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.						
Given and Family Name of Spouse/Common-Law Partner (please print) Signature of Spouse/Common-Law Partner Date (YYYY-MM-DD)						Y-MM-DD)
D. Program Information						
What is the name of the post-secondary institution you pla	in to attend? What	campus, colleg	e or city of this institution will you be at	tending? What is	your progra	am of study?
List all individual course(s) for which you request financial assistance below.						
Course Description	Course Code	(e.g.: in-class	Type of Instruction /correspondence/tele-course/distance l	learning) Star	t Date	End Date
Example: Literature and Composition	ENGL 100	Corresponde	ence course	(YYYY	-MM-DD)	(YYYY-MM-DD)

PROTECTED B WHEN COMPLETED IMPORTANT - PLEASE READ THIS APPLICATION IN ITS ENTIRETY

E. To Be Complete	ed By The Education	al Institution						
	-			n D is complete and corre	ect.			
Period of Study Period of Study What are the app			ion and compulsory fees es) for the period of study?	What are the applica period of study?	What are the applicant's book and equipment costs for the			
		\$			\$			
What is the applicant's percentage of a full			Number of Courses per Week			What is the level of the applicant's program?		
course load?						Diploma Dachelor's Degree Doctoral Degree		
%					Certificate	Certificate Master's Degree		
What faculty / division is th	e program considered to be	in?			ł			
Administration / Business Community Service			Health Sciences	C Theology				
Agriculture / Related Sciences Dentistry			CLaw	○ Trades				
O Arts / Sciences O Engineering / Technol		ogy	Medicine	Other (specify)				
Program of Study								
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 Number			
Email Address of Educational Institution		Signature of Authorized Officer			Date (YYYY-MM-DD)			
Address of Educational Institution						Educational Institution Code		

F. To Be Completed By The Provincial/Territe	orial Ministry					
Assessed and qualified for assistance O Yes O No	Type of assistance to be provided Canada Student Grant O Student Loan	Field of study code				
Family Size Including Applicant	previously funded courses (loan funding)? previously funded co		successfully complete d courses (grant funding)?			
Total Income	\$	Requested amount of assistance by applican (if indicated)	\$			
	*	Total Assistance Authorized				
Tuition and Compulsory Fees \$		Part-Time Canada Student Loan	\$			
Books / Equipment	\$	Grant for Students with Disabilities	\$			
Transportation \$		Grant for Part-Time Students with Dependan	\$			
Child Care \$		Grant for Part-Time Studies	\$			
Miscellaneous	\$	Part-Time Provincial Student Loan \$		\$		
Total Expenses \$		Provincial Grant	\$			
-						

Comments

Part-Time Canada Student Loan and Grant Application

Provincial/Territorial Student Aid Offices

NEWFOUNDLAND & LABRADOR

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

NEW BRUNSWICK

Student Financial Services Department of Post-Secondary Education, Training and Labour Beaverbrook Building P.O. Box 6000, 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 renseignementsStudent Financial AssistancAide financière aux étudesMinistry of Colleges and Uni1035, rue De la ChevrotièreOntario Student AssistanceQuébec, QC G1R 5A5(OSAP)Région de Québec : (418) 643-3750PO Box 4500Région de Montréal : (514) 864-3557189 Red River Road 4th FloSans frais au Canada et aux États-Unis : 1-877-643-3750Thunder Bay, ON P7B 6G9www.afe.gouv.qc.caTel.: (807) 343-7260

**ALBERTA

Student Aid Alberta PO Box 28000 STN MAIN Edmonton AB T5J 4R4 Toll Free: 1 855-606-2096 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.yukonstudentaid.com

PRINCE EDWARD ISLAND

Student Financial Services 176 Great George Street PO Box 2000 Charlottetown PE C1A 7N8 Tel.: (902) 368-4640 www.studentloan.pe.ca

MANITOBA

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

**ONTARIO

Student Financial Assistance Branch Ministry of 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 and Skills Training 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) + 1-778-309-4621 www.studentaidbc.ca

NOVA SCOTIA

Student Assistance Office Department of Labour and Advanced Education 1256 Barrington Street PO BOX 2290 Halifax, NS B3J 3C8 Tel.: (902) 424-8420 Fax: (902) 424-0540 www.novascotia.ca/studentassistance/

SASKATCHEWAN

Student Service Centre 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.saskatchewan.ca/studentloans

***NORTHWEST TERRITORIES**

Student Financial Assistance Department of Education, Culture and Employment Box 1320 Yellowknife NT X1A 2L9 Tel.: (867) 767-9355 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 Quebec, the Northwest Territories and Nunavut have chosen not to issue loans or grants under the Canada Student Financial Assistance 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 use a different application form for part-time assistance. If you are a resident in one of these provinces, you should contact your provincial student aid office as listed above or review their website for information on the application process.

APPLICANT - DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS

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 Financial Assistance Program (CSFA Program), the following definitions apply:

Canada Student Loan (CSL)	- the repayable financial assistance to help eligible students pay for post-secondary education at a designated college, university, or other post-secondary institution, according to the <i>Canada Student Financial Assistance Regulations</i> .
Canada Student Grant (CSG)	- 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 CSFA Program.
	- 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 CSL assistance as well as CSG 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 (SIN) 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 where you are pursuing your Part-Time studies complete Section E.
- Submit the completed application form to the appropriate authority in the province in which you last resided for at least 12 months in a row (not including time spent as a full-time post-secondary student). If you are applying in the province or territory of SK, MB, NS, NL, PEI, NB or YT, you must submit a copy of your Notice of Assessment (and a copy of your spouse's or common-law partner's Notice of Assessment, if applicable). See list of Appropriate Authorities on Page 4 of the application.

Residency definition: The province or territory of residence of a part-time student is where they have last lived for at least 12 months in a row, not including time as a full-time post-secondary student (but including time as a part-time post-secondary student).

Note that the Gender field is mandatory. Therefore, please choose one of the options available on the form. If you are approved for student financial assistance, you can update your gender information by contacting the NSLSC at 1-888-815-4514.

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).

Note to Applicants with a Permanent Disability or a Persistent of Prolonged Disability

The CSFA Program provides for the option of being considered Full-Time or Part-Time for students with a permanent disability or a persistent or prolonged disability taking between 40% and 59% of a Full-Time course load and additional assistance for students with a permanent disability or a persistent or prolonged disability who demonstrate that they have a permanent disability or a persistent or prolonged disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability or a persistent or prolonged disability and you require additional funding to offset exceptional, education-related costs related to your permanent disability, or persistent or prolonged disability you may wish to contact your provincial student aid office and / or financial aid office at your Educational Institution and apply for the Canada Student Grant for Services and Equipment - Persons with Disabilities (CSG-DSE). Students who wish to apply for this grant, provided through the CSFA Program, must fill out an additional application.

Definitions

Permanent disability means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and that is expected to remain with the person for the person's expected life.

Persistent or prolonged disability means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and has lasted, or is expected to last, for a period of at least 12 months, but is not expected to remain with the person for the person's expected life.

Privacy Notice Statement

The information you provide is collected under the authority of the Department of Employment and Social Development Act, the Canada Student Financial Assistance Act (CSFAA) and Regulations, the Canada Student Loans Act (CSLA) and Regulations, and the Apprentice Loans Act (ALA) and Regulations for the administration of the Canada Student Financial Assistance Program (CSFA Program) and/or the Canada Apprentice Loan (CAL). The Social Insurance Number (SIN) is collected under the authority of the CSFAA, the Canada Student Financial Assistance Regulations (CSFAR), the Canada Student Loan Regulations (CSLR), and the Apprentice Loans Regulations (ALR), and in accordance with the Treasury Board Secretariat Directive on the Social Insurance Number which lists the CSFAA, the CSLR, and the ALR as authorized users of the SIN. 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 CSFA Program and the CAL.

CONTINUED

Participation in the Canada Student Financial Assistance Program is voluntary. Refusal to provide personal information will result in not being considered for a Canada Student Loan.

The information you provide may be disclosed to Statistics Canada for statistical and research purposes, the provincial/territorial government(s), the National Student Loans Service Centre, the Canada Apprentice Loan Service Centre, financial institutions, the Canada Revenue Agency, consumer credit grantor(s), credit bureau(s), credit reporting agency(ies), any person or business with whom you have or may have had financial dealings, and your Financial Institution(s) to directly or indirectly collect, retain, use, and exchange among themselves any personal information related to this application for the purposes of carrying out their duties under the Federal Act(s) and Regulation(s) and/or the applicable Provincial Act(s) and Regulation(s) relating to student and/or apprentice financial assistance, including for administration, enforcement, debt collection, audit, verification, research, and evaluation purposes.

Your personal information is administered in accordance with the CSFAA and CSFAR, the CSLA and CSLR, the ALA and ALR, the *Department of Employment and Social Development Act*, the *Privacy Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information which is described in Personal Information Banks ESDC PPU 030 and/or ESDC PPU 709. Instructions for obtaining this information are outlined in the government publication entitled, Information about Programs and Information Holdings

(https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource.html). Information about Programs and Information Holdings may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada (https://www.priv.gc.ca/en/) regarding the institution's handling of your personal information.

Terms and Conditions

1. Eligibility for Program Assistance

The Canada Student Financial Assistance Program (CSFA 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, a protected person (as defined by the *Immigration and Refugee Protection Act*), or a Person registered as an Indian under the *Indian Act*:
- registered as an Indian under the *Indian Act;* be a resident during your period of study of a province or a territory that issues CSLs;
- 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 CSL for the first time;
- have not reached the maximum \$10,000 in Part-Time CSL; and
- not be in default of a full-time or part-time CSL and / or a CAL.

Note: If you are in default on Part-Time and / or Full-Time CSLs issued prior to August 1, 2000, contact your lender to inquire what process is required 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 CSFA Program. Please contact the National Student Loans Service Centre (NSLSC) at 1-888-815-4514. If you are in default on your Canada Apprentice Loan, you are not eligible to receive further student financial assistance until your restriction is removed. Please contact the Canada Apprentice Loan Service Centre at 1-855-844-5670 to inquire what process is required to remove the restricted status on your loan.

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 as per Line 15000 of their 2021 Income Tax Return(s). The combined total family income (income before deductions) will determine eligibility for CSLs and CSGs.

4. Assistance Provided

Eligible applicants under the CSFA 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

The principal amount of a student loan made to the borrower as a part-time student, and any interest, commence to be payable by the borrower on 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 and during the six months following the month you cease to be a student.

6. Verification

An applicant (and spouse or common-law) must sign a declaration 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 they are 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 received Part-Time CSLs, you must fully answer any questions concerning them.

Canada Student Grants

Grant for Students with Disabilities

Part-Time Students with a permanent disability or a persistent or prolonged disability may be eligible to receive \$4,000 per federal student loan year to help cover the costs of tuition, books and accommodations.

Grant for Services and Equipment – Students with Disabilities

Part-Time Students with a permanent disability or a persistent or prolonged disability may be eligible to receive up to \$20,000 per federal student loan year 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 \$80 per week of study up to a maximum of \$3,840. Students with three or more dependants may be eligible to receive \$120 per week of study up to a maximum of \$3,840.

Grant for Part-Time Studies

Part-Time Students may be eligible to receive up to \$3,600 per federal student loan year.

For more information visit our website (https://www.canada.ca/en/services/jobs/education/student-financial-aid.html).