

QUICK REFERENCE GUIDE WITHDRAWAL / STATUS CHANGE – NOVA SCOTIA STUDENTS

All withdrawals, changes to full time attendance status or program switches must be reported no later than 30 days after the change occurs. Failure to do so may significantly impact the student's financial situation.

If:	Then:
<p>A student is in receipt of a Canada Student Loan</p> <p>National Student Loan Service Centre: 1-888-815-4556</p>	<p>1. Notify the Nova Scotia Student Assistance Program: Online: Registered users may complete a "Notification of Withdrawal/Status Change" form electronically through the Nova Scotia Electronic Confirmation of Enrolment Portal.</p> <p>By paper: complete a "Notification of Withdrawal / Status Change" form and send by fax or mail to:</p> <p>Nova Scotia Student Assistance Office PO Box 2290, Halifax Central Halifax NS B3J 3C8 Fax: (902) 424-0540</p> <p>2. Notify the Canada Student Loans Program: Online: Registered users may submit a "Notice of Withdrawal" electronically through the Federal NSLSC Electronic Confirmation of Enrolment (ECE) Portal.</p> <p>By Paper: Complete a "Notice of Withdrawal" form and send by fax or mail to:</p> <p>National Student Loans Service Centre P.O. Box 4030 Mississauga, ON L5A 4M4 Fax: 1-888-815-4657</p> <p>3. Refunds Within 30 calendar days from the date of withdrawal /change of status, issue a refund cheque payable to "Receiver General for Canada", clearly indicating the student's name and SIN.</p> <p>Forwarded the cheque directly to: National Student Loan Service Centre PO Box 4030 Mississauga, ON L5A 4M4</p>

If:	Then:
<p>If a student is in receipt of a Nova Scotia Student loan</p> <p>Nova Scotia Student Assistance Office: 1-800-565-8420</p>	<p>1. Notify the Nova Scotia Student Assistance Program:</p> <p>Online: Registered users may complete a “Notification of Withdrawal/Status Change” form electronically through the Nova Scotia Electronic Confirmation of Enrolment Portal.</p> <p>By paper: complete a “Notification of Withdrawal / Status Change” form and send by fax or mail to:</p> <p>Nova Scotia Student Assistance Office PO Box 2290, Halifax Central Halifax NS B3J 3C8 Fax: (902) 424-0540</p> <p>2. Refunds</p> <p>Within 30 calendar days from the date of withdrawal / change of status issue a refund cheque made payable to “Minister of Finance” clearly indicating the student’s name and SIN.</p> <p>Forward the cheque directly to:</p> <p>Resolve NSDL PO Box 1007 Mississauga “B” Postal Outlet Mississauga, ON L4Y 3W3</p> <p>By Courier:</p> <p>Resolve NSDL 2 Robert Speck Parkway, 14th Floor Mississauga, ON L4Z 1H8</p>

NEW! Complete the Federal “Notice of Withdrawal” and the Nova Scotia “Withdrawal /Status Change” forms online!

1. Federal “Notice of Withdrawal”: available if registered on the federal portal.
2. Nova Scotia “Withdrawal/Status Change”: available on the Nova Scotia Portal under the “Other Tasks” tab.