

INTRODUCTION

This information guide is for residents of Newfoundland and Labrador who are applying for financial assistance to attend a post-secondary institution full-time during the 2006/2007 academic year (i.e., August 1, 2006 to July 31, 2007).

This package contains important information on both the Newfoundland and Labrador Student Loans Program (NLSLP) and the Canada Student Loans Program (CSLP). While there are some differences between these two programs, for administrative purposes they have been integrated. This means, among other things, a single application form is used to determine your eligibility for student financial assistance under both programs.

Residency

You are considered to be a resident of Newfoundland and Labrador if you are:

- a dependent student, and your parent(s), guardian(s), or sponsor(s) have last maintained the family home here, for at least 12 consecutive months; or,
- a dependent student, your parents are separated or divorced, and the parent with whom you live or provides the principal financial support, has last been a resident of the Province for at least 12 consecutive months; or,
- a dependent student, your parents moved away from the Province, but you remain in Newfoundland and Labrador to begin or continue post-secondary education within 12 months of your parents moving; or,
- a dependent student, your parent(s) are residing outside Canada, but last lived or maintained the family home here, for at least 12 consecutive months, before leaving Canada; or,
- an independent student, a single parent, married, or living common-law and you last lived in the Province for at least 12 consecutive months, excluding time spent as a full time student at a post-secondary institution.

Note: Residency, once established for student financial assistance purposes, is maintained except where students have been residing outside Newfoundland and Labrador for more than five years (excluding time spent as a full-time student). If you have lived outside Newfoundland and Labrador for more than five years, and/or you do not meet any of the above criteria, you must apply to the province where you last resided for 12 consecutive months excluding time spent as a full-time student.

Student Category

For student financial assistance purposes, you will be considered a dependent student if you:

- have never been married or in a common-law relationship*; or,
- have never been a single parent with legal custody and financial responsibility for supporting a child(ren); or,
- are pursuing post-secondary education within four years of leaving high school; or,
- have not been in the labour force full-time for two years (the two years need not be consecutive; however, each year must be a period of 12 consecutive months).

You will be considered an independent student if you:

- are not married or living in a common-law relationship; and,
- are not a single parent; and,
- do not meet any of the other criteria for dependent student.

* To be considered living common-law, you must have lived with your partner for a period of at least 12 consecutive months.

Changing Student Category

A student's category may be changed from dependent to independent, but only in situations where there is a family breakdown and proof of this is provided by an unbiased, unrelated third party who confirms the family breakdown and specifically sets out the reason(s) for the breakdown.

A student's category may be changed from married/common-law to independent or single parent only in situations where proof of this change in marital status is provided by an unbiased, unrelated third party who can also confirm the date of separation.

Your student category is determined by your status on the first day of the month in which your study period commences. If there is a change in student category after this date, the change will not be reflected until the next time you apply for student financial assistance. For example, if your study period starts on January 9, 2007, but you will be getting married on January 30, 2007, your status will be *single* until you reapply for the start of the next semester.

ELIGIBILITY CRITERIA

Loans

You are eligible for student loans if you:

- are a Canadian Citizen, or have Permanent Resident Status or are considered to be a Protected Person within the meaning of Subsection 95(2) of the *Immigration and Refugee Act*;
- are a resident of Newfoundland and Labrador;
- have insufficient financial resources to meet your assessed need;
- are not in default on previous federal and/or provincial student loans, or do not have outstanding accounts receivable with the Student Financial Services Division;
- pass a credit check (this criterion applies only to students who are 22 years of age or older who are applying for student loans for the first time);
- provide accurate basic personal information (e.g. Social Insurance Number, first and last names, date of birth and gender) as confirmed by the Social Insurance Register at Human Resources and Skills Development;
- are registered as a full-time student at a designated educational institution (refer to the CanLearn website at www.canlearn.ca for a listing of designated institutions); and,
- are enrolled in a program of study of at least 12 weeks in duration leading to a degree, diploma, or certificate.

To receive a **provincial** student loan, you must be enrolled in at least 80% of a full course load. This requirement may be reduced to 60% of a full course load for the following students upon submission of a Reduced Course Load Request Form:

- single parent students who are enrolled in at least one university credit course requiring lab time in addition to regular classroom time; or, who have a child(ren) with special needs; or, who have other personal circumstances that merit special consideration. (**Note:** in all cases, the child(ren) must be under 12 years of age); or,
- students who have a severe medical condition or have recently experienced trauma that merits special consideration; or,
- students with other **documented** extenuating circumstances.

You must be enrolled in at least 60% of a full course load to receive a **federal** student loan.

Students who have a physical or mental impairment that restricts their ability to perform the daily activities necessary to participate full-time in post-secondary studies or the labour force, and which is expected to remain with them for their expected natural life (i.e., permanent disability), may receive full-time assistance

(federal and provincial), upon request, if enrolled in just 40% of a full course load.

Your educational institution determines the percentage of a full course load in which you are enrolled for student financial assistance purposes.

Check out the details of the **Debt Reduction Grant Program** on page 10 of this information guide for the benefits associated with successfully completing a full course load each semester.

Grants

If you qualify for a student loan, you may also be eligible for non-repayable assistance if you:

- are a first-time, first-year student from a low-income family and your program of study is at least 2 years in duration; or,
- are enrolled in at least 60% of a full course load, have dependents, and your assessed need is greater than \$275 per week of study; or,
- have a documented permanent disability and have assessed need; or,
- are a female student pursuing full-time doctoral studies in a selected field and have assessed need; or,
- have successfully completed 60% of the first year of your current program of study, are enrolled in at least 60% of a full course load in an undergraduate program at a designated post-secondary institution in Canada, and have assessed need in excess of the established threshold for the current academic year.

Academic Performance

You must be successful in at least 60% of a full course load for the CSLP and in at least 80% of a full course load for the NLSLP during each period of study for which you receive financial assistance.

You will be placed on probationary status the first time you do not meet this requirement. A letter will be sent to you confirming this action has been taken.

Probation is a warning, meaning you can continue to receive financial assistance, however, the probation remains on your file for the duration of your borrowing years.

If you are unsuccessful a second time, your eligibility for financial assistance will be suspended for at least 12 months. A third time will result in a loss of eligibility for at least 36 months.

Withdrawal from full-time studies and dropping below the required enrolment level is deemed unsuccessful.

Program Assistance

You are eligible to receive assistance for the normal length of your program, as defined by the educational institution, plus a grace period of up to a **maximum** of one academic year.

Example: A Bachelor of Arts program is normally eight semesters (four academic years) in duration. Financial assistance is available for those eight semesters (four academic years) plus an additional two-semester (one academic year) grace period, for a total of ten semesters (five academic years) of funding.

There is a lifetime limit of 340 weeks of student financial assistance. The lifetime limit for student financial assistance includes student loan funding and/or interest-free status while in full-time studies. Students enrolled in a doctoral program of study will be eligible to receive student financial assistance for up to a maximum lifetime limit of 400 weeks. Students with a permanent disability or students that received a Canada Student Loan before August 1, 1995 have a lifetime limit of 520 weeks of study. Student financial assistance includes loan and grant funding and/or interest-free status while in full-time studies. For example, a university year is considered 34 weeks of study, so you would not be eligible for student financial assistance beyond ten years of study ($34 \times 10 = 340$ weeks of eligibility) even if you were successfully completing each additional year of study.

Multiple Programs

You may be eligible for assistance beyond your initial program, provided it can be demonstrated that the subsequent program(s) represents academic progression, has good labour market prospects, and will not result in you accumulating an unmanageable level of debt.

Switching Programs

In the event you switch programs, your eligibility for assistance may be affected. If you switch programs after the end of the fourth semester or the midpoint of your program, you will be required to provide a rationale to support your decision to switch programs before additional assistance is approved.

Registered in a Faculty

Generally, if you are attending university, you must be formally registered in a faculty to continue to receive financial assistance beyond the fourth semester.

Work Terms

It is possible to receive financial assistance during a mandatory work term, provided the educational institution you attend considers you to be enrolled full-time and you demonstrate financial need through the need assessment process. Financial assistance will not

be released until the Student Financial Services Division receives confirmation from your employer of your work term start and end dates along with your gross weekly income. If your educational institution negotiated your work term arrangements, including salary details, this confirmation will be accepted from the educational institution.

AVAILABLE ASSISTANCE

Assistance is available in the form of government subsidized loans and non-repayable grants.

Loans

The maximum amount of student loan available is \$350 for each week in your semester - \$210 Canada Student Loan and \$140 Newfoundland and Labrador Student Loan. Eligible Memorial University of Newfoundland (MUN) medical students can, however, borrow an additional \$60 per week of study in provincial loans. Once maximum funding is reached, no further loans will be issued for that semester.

Grants

Canada Study Grant for Students with Dependents

Up to \$40 per week of study for students with one or two dependents and up to \$60 per week for those with three or more dependents may be available. The amount of the grant cannot exceed your "unmet need" (assessed need less your total loans). There is no separate application process for this grant.

Canada Study Grant for the Accommodation of Students with Permanent Disabilities

This is a grant of up to \$8,000 per loan year for specialized services and/or equipment that is intended to offset the costs of education-related equipment associated with permanent disabilities. There is a separate application process for this grant.

Canada Study Grant for Females Pursuing Doctoral Studies

If you are a female student enrolled full-time in a Ph.D. program, you may qualify for a grant of up to \$3,000 per loan year for a maximum of three years of study if you demonstrate need through the need assessment process. For a listing of eligible programs please refer to: www.edu.gov.nl.ca/studentaidsystem/direct.htm. There is a separate application process for this grant.

Canada Access Grant for Students with Permanent Disabilities

This is a grant of up to \$2,000 per loan year for students with permanent disabilities who are eligible for Canada Student Loans. The grant will cover the lesser of \$2,000 or your assessed need. A *Verification of Permanent Disability Form* must be submitted with your student loan application in order for you to be considered for this grant.

Canada Access Grant for Students from Low-income Families

A grant of up to \$3,000 for first-time, first-year students from low-income families who are eligible for Canada Student Loans is available. To qualify you must be enrolled in at least a two-year program that leads to a certificate, diploma or degree at a designated educational institution. This grant will cover one half of tuition up to the lesser of \$3,000 or the student's assessed federal need. The National Child Benefit (NCB) income threshold will be used to determine qualification (line 236 of your parents' 2005 Income Tax Returns) or you must be under 18 years of age and entitled to receive a special allowance under the *Children's Special Allowance Act*. There is no separate application process for this grant.

Millennium Bursary

A bursary between \$2,000 and \$3,500 per year in \$500 increments, based on assessed need, up to a lifetime limit of \$22,500 or 32 months of study may be available. There is no separate application process for this bursary.

Millennium Access Bursary

This bursary is available to full-time dependent students whose assessed parental contribution is less than \$30 per week and who are first time borrowers in the first year of study in a program of two years or longer. All eligible students will receive a \$1,000 bursary to be applied directly against the principal balance of the students' provincial student loan. In addition, students with financial need in excess of available loans will receive an additional cash grant ranging from \$500 to \$2,500 depending on their unmet need. There is no separate application process for this bursary.

HOW TO APPLY FOR ASSISTANCE

Loans

You have two options:

1. Apply online at www.edu.gov.nl.ca/studentaid. Expected processing time is: **10 business days**.
2. Detach, complete and sign the paper application in this application package and mail or deliver it to

the Student Financial Services Division. Expected processing time is: **20 business days**.

The Student Financial Services Division encourages use of the online application because it provides an informal, instant assessment based on the information you provide and allows for a faster processing time.

Applications must be received prior to the deadline date (i.e., **8 weeks after the start date of the semester for which you are applying**).

Applying in the Second Semester Only

If you are attending school for both the first and second semesters (e.g. Fall and Winter semesters) but require funding for the second semester only, a need assessment will be conducted for the first semester to determine if any unused resources exist to be applied toward the second semester assessment.

You must submit an Income Confirmation Form for your pre-study period (see Pre-Study Income Confirmation pages 8 and 9) and advise our office of any earnings you may have received during the first semester. If the first semester is a paid work term, you are required to submit confirmation from your employer or educational institution (where acceptable) of income earned. As well, if you attend an educational institution other than Memorial University or Marine Institute, you are required to submit confirmation of your full-time status for the first semester and a Program Cost Form for that semester.

Applying for the Third Semester

If you requested financial assistance for the previous two semesters and require assistance for the third semester within the same academic year, you are required to submit a supplementary application which is available online at www.edu.gov.nl.ca/studentaid or at the Student Financial Services Division office.

A supplementary application will **NOT** be processed if:

- it is received after the deadline date (i.e., **8 weeks after the start of the third semester**);
- your previous loans are not in good standing;
- requested information has not been submitted; or,
- it is not fully completed and/or signatures and/or required documents are missing.

Required Documentation

Documentation required depends on your particular situation. Review the following list of documents to determine which apply to you. Copies of forms are available online at www.edu.gov.nl.ca/studentaid or by contacting the Student Financial Services Division. **If you fax a document that is acceptable via fax, please do not submit the original.**

Canada Revenue Agency (CRA) Form

- if you applied online, the form is required before any assistance will be released;
- you only need to submit the form once unless there is a change in your marital status or a break in your study period of at least two years;
- **originals only are acceptable via mail or drop-off to our office.**

Program Cost Form

- required if you are attending an educational institution other than Memorial University or Marine Institute;
- must be completed by a representative of the educational institution you are attending;
- **the form is acceptable via fax, mail or drop-off to our office.**

Reduced Course Load Request Form

- required if you are requesting an exemption from the 80% full course load requirement;
- **the form is acceptable via fax, mail or drop-off to our office.**

Skills Development/Employment Insurance Information Form

- required if you are in receipt of Employment Insurance benefits;
- required if you are receiving tuition/book allowances and/or a living allowance from the Federal Government's Skills Development Program;
- must be completed by an HRSD (or Service Canada) staff person;
- **the form is acceptable via fax, mail or drop-off to our office.**

Income Confirmation Form

- required to confirm the income you earned during the pre-study period;
- must be submitted by the deadline date (i.e., **8 weeks after the start of classes**) to receive your Canada Study Grant and/or your Millennium Bursary (if applicable) and/or your next semester's loans;
- **the form is acceptable via fax, mail or drop-off to our office.**

Birth or Baptismal Certificate

- required for each dependent child if you are a single parent, married, or living common-law;
- must contain the names of both parents (where applicable);
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Canada Child Tax Benefit Confirmation

- required if you are a single parent in order to confirm receipt of Canada Child Tax Benefits;
- can be obtained by calling the Canada Revenue Agency at 1-800-387-1193;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Merit-Based Scholarship Verification

- required if you are in receipt of merit-based scholarships;
- verification must come from the source of the scholarship;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Work Term Income Confirmation

- required if you are or were in receipt of income on a work term;
- confirmation must be from your employer (or educational institution where acceptable) and include the start and end dates of your work term along with your gross weekly income;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Protected Person Status Documents (PPSD)

- required if you are a protected person;
- must be valid for the entire study period;
- apply online at www.cic.gc.ca;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

900 Series Social Insurance Card

- you are also required to obtain a temporary Social Insurance Card if you are designated as a protected person;
- apply online at www.servicecanada.gc.ca;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Information/Signature of One Parent

- information from both biological parents is required, however, information from one parent may be accepted in legitimate exceptional circumstances where there is contact with only one parent;
- a written explanation from the custodial parent is required;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Verification of Permanent Disability Form

- required if you are applying as a student with a permanent disability;
- the student must sign the consent portion of the form;
- the verification portion must be completed and signed by a qualified medical/educational assessor;
- **the form is acceptable via fax, mail or drop-off to our office.**

Disabled Dependents

- if your disabled dependent(s) is over the age of 11 years, you must submit a letter from a physician confirming that daily care is required;
- receipts verifying the amount claimed must be submitted;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Common-Law Documentation

- you must submit a letter from an unbiased, unrelated third party (e.g. doctor, teacher) who has personal knowledge of your living arrangements for at least 12 months prior to the first day of the month in which your study period commences;
- the third party must submit their contact information, occupation and their relationship to you;
- affidavits are not acceptable;
- confirmation from your landlord is not acceptable;
- if you cannot obtain a third party letter you can submit copies of your tax returns which document that the relationship has been in place for at least 12 months. If your relationship began on January 1 of the calendar year, you are only required to submit the tax return for that year. Otherwise, two consecutive taxation years are required.
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Foster Children

- if you have a foster child(ren) listed as a dependent on your application, you must provide a letter from the government agency verifying the amount of money being received to support the child(ren);
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Grants

The following grants do not require a separate application since eligibility is based upon information provided on the loan application:

- **Canada Study Grant for Students with Dependents**
- **Canada Access Grant for Students from Low-income Families**
- **Canada Access Grant for Students with Permanent Disabilities** (you must, however,

submit confirmation of your permanent disability using the Verification of Permanent Disability Form available by contacting the Student Financial Services Division or online at www.edu.gov.nl.ca/studentaid)

- **Millennium Bursary**
- **Millennium Access Bursary**

All other grants require a separate application.

Application forms are available at the Student Financial Services Division or online at www.edu.gov.nl.ca/studentaid.

Your grant application will **NOT** be processed if:

- it is received after the deadline date (i.e., **8 weeks after the start date of classes**); or,
- requested information has not been submitted; or,
- it is not fully completed and/or signatures and/or required documents are missing.

CALCULATION OF ASSESSED NEED

A standardized process is used to calculate the amount of assistance you will need. The amount by which your educational and living costs exceed your individual and family resources (if applicable) is referred to as your “assessed need”.

Education Costs

- Actual tuition and compulsory fees as reported by your educational institution
- An allowance of up to \$500 per semester for books and supplies, when applicable
- An allowance of \$500 per academic year for computer related costs.

Living Allowance

A living allowance, rather than living expenses, will be used based upon student category. The following table illustrates the categories and the living allowances *per week*:

Student Category	Living Allowance
Single student living at home	\$86
Single student living away from home	\$187
Single Parent	\$251
Married/Common-law student	\$374
Each Dependent	\$86

Financial Resources

Your financial resources (and those of your parents or spouse, if applicable) will be used to calculate the amount you will be expected to contribute towards your education. These include, but are not limited to, resources such as earned income, Employment Insurance Benefits, training allowances, pension benefits, financial investments and scholarships.

Employment Income

You (and your spouse, if applicable) are expected to work full-time during the period immediately preceding the start date of your study period (usually 9 to 17 weeks). From your net income, a moderate standard of living is allowed and you are required to contribute 80% from the remaining amount towards the cost of your education (See Table 2, Page 14).

There is an exemption of \$50 of gross employment income per week if you work during your study period. You must use 100% of the net amount of the remainder for your education (See Table 2, Page 14). If you are married or living common-law, your spouse or partner is also required to contribute 80% of their net income toward the cost of your education.

Merit-based Scholarships

If you are receiving a merit-based scholarship, only the amount which exceeds \$1,800 per academic year will be used as a financial resource.

Training Allowances

Any income you receive by virtue of being a student (e.g. HRSD Training Allowance) will be assessed at 100%.

Parental Contribution

Financial information is required from both biological parents, however, information from one parent may be accepted in legitimate exceptional circumstances such as where there is contact with only one parent. A satisfactory written explanation from the custodial parent must be submitted to the Student Financial Services Division.

Your parents' incomes will be used to calculate their contribution only if you are a dependent student. This contribution will be based on their discretionary income after taxes and a moderate standard of living reflecting regional variation and family size has been deducted.

If your parents have two or more dependent children enrolled in post-secondary studies, their contribution will be divided by the number of children. This will determine their contribution for each child.

For examples of parental contribution see Table 1, Pages 12 and 13.

The refusal of your parent(s) to contribute to the cost of your post-secondary education is not an acceptable reason to have an assessed parental contribution waived.

Scholarship Trust Fund and Parental Contribution

Where a scholarship trust fund or Registered Educational Savings Plan (RESP) has been established for you, the parental contribution is the greater of the amount assessed based upon their incomes or the annual amount available from the trust fund.

NOTIFICATION

A Notice of Assessment will be mailed to you when your application is processed, informing you of the outcome of the need assessment. If at any point during the study period your application is reassessed, a Notice of Reassessment will be sent to you. This notice will be sent to the mailing address you provide on your application form. Please ensure the Student Financial Services Division is immediately notified of any change in your address and review all notices you receive to ensure they accurately reflect your situation.

DISBURSEMENT

Loans

If you qualify for more than \$100 in student financial assistance, the Student Financial Services Division will issue a document in your name. The official name of this document is "*Certificate of Eligibility and Canada Student Loan and Newfoundland and Labrador Student Loan Agreement*". This document is commonly known as a "*Certificate of Eligibility*". The Certificate of Eligibility identifies the amount of provincial and/or federal loans and/or Canada Access Grants to which you are entitled. It is your responsibility to ensure this document is forwarded to the National Student Loans Service Centre (NSLSC) for processing.

The specific steps involved are as follows:

- Certificates of Eligibility generally are issued once a week and are sent to the educational institutions to be distributed to students. Ensure that you have your Social Insurance Card and Student/Photo ID Card with you when picking up your Certificate of Eligibility.
- Educational institutions are required to complete Section 2 of the Certificate of Eligibility which confirms your full-time enrolment and provides instructions to the NSLSC, if required.
- You are required to complete Section 3, ensure all of the information is accurate, read the terms and

conditions associated with the document and sign and date the Certificate of Eligibility.

- If there is a NSLSC drop-off kiosk at your educational institution, you can submit the document there. Otherwise, you can bring the document to a designated Canada Post outlet. You can locate a designated Canada Post outlet online at CanLearn – www.canlearn.ca.

The NSLSC will contact the federal and provincial governments to initiate the process of disbursing loan funding to you and your educational institution for the payment of tuition and fees, if applicable.

The federal and provincial portions of your loan will be deposited directly into your bank account if there is a portion of your loan owing to you. These deposits may **NOT** occur simultaneously due to a difference between the federal and provincial deposit dates. Allow seven to ten business days for the loan funds to be deposited into your account.

If you do not have a bank account, a cheque made payable to you will be mailed to the address you provided.

The Certificate of Eligibility MUST be negotiated prior to the period of study end date indicated on the document and no later than 30 days after the document is signed by your educational institution.

Students Studying Outside Canada

If you are studying outside Canada, it is your responsibility to:

- notify the Student Financial Services Division of the address to which you want your Certificate of Eligibility sent;
- complete Section 3;
- ensure your school completes Section 2;
- ensure all information is accurate;
- read the terms and conditions associated with the loan;
- sign and date the Certificate of Eligibility;
- ensure the Certificate of Eligibility and all identification requested be attached and that all required documentation is received at the NSLSC (the address is located on the document) within 30 days from the date signed by the school and prior to the period of study end date as indicated on the Certificate of Eligibility.

Grants

If you qualify for a Canada Study Grant for Students with Dependents or a Canada Study Grant for the Accommodation of Students with Permanent Disabilities, a cheque will be issued in your name and sent to your educational institution (provided you are studying within Canada). Your full-time status must be

confirmed by your educational institution prior to the cheque being released to you.

If you are studying outside of Canada, the cheque will be sent to the address you provide.

If you qualify for a Canada Access Grant for Students with Permanent Disabilities or a Canada Access Grant for Students from Low-income Families, this amount(s) will be indicated on your Certificate of Eligibility and will be disbursed in the same way as your loans.

If you qualify for a Millennium Bursary or a Millennium Access Bursary and have unmet need, you will receive the bursary in two installments. The first installment will be paid directly to you in the form of a cheque sent to your educational institution. Once your full-time status is confirmed, the cheque will be released. The second installment will be sent to the NSLSC and applied directly against your outstanding provincial loan balance.

If you qualify for a Millennium Bursary or a Millennium Access Bursary and have no unmet need, you will receive one installment that will be sent to the NSLSC and applied directly against your outstanding provincial loan balance.

PRE-STUDY INCOME CONFIRMATION

Applications are often submitted and processed several weeks prior to the start of the study period; therefore, you will be required to estimate your gross earnings during your pre-study period. Your first semester loans will be issued based upon your estimated pre-study income.

The pre-study period is defined as the time immediately prior to the start of full-time studies for the current academic year up to a maximum of 17 weeks. For example, if you finish high school in June and are starting post-secondary studies in September of the same year, your pre-study period is the time between the date you finished high school and the start date of classes in September.

A pre-study period cannot be less than four weeks in duration. For example, a break between the end of the Fall Semester and the start of the Winter semester is not a pre-study period unless the break is four weeks or more.

You must confirm your pre-study income using the Income Confirmation Form (ICF). The form is available online at www.edu.gov.nl.ca/studentaid or in this application package.

If you are attending school within the province, you must submit the ICF to your educational institution. If you are studying outside the province, you must submit the form by mail or fax to the Student Financial Services Division.

When submitting your ICF, ensure you provide accurate information and not an approximate or estimated amount.

The ICF is a critical part of the application process. Failure to submit the form will result in the forfeiture of additional student loans and/or grants.

Note: If the first semester assessment shows a negative need (financial resources exceed your costs) but you will receive funding for the second semester, you are still required to submit an ICF in the first semester.

The Income Confirmation Form must be submitted no earlier than the first day of classes for the current academic year but no later than eight weeks after the start of classes.

OVERAWARDS

Overawards refer to an amount of assistance you have previously received and to which you were not entitled. This may result when a reassessment is conducted on your file due to factors such as underestimating income, dropping a course(s), changes to fees, withdrawal from your program or adjustments from an audit. Such amounts will be recovered from future loan entitlements.

AUDIT

All information you provide to the Student Financial Services Division is subject to audit, including number of dependents, marital status, the date you left high school, and financial information. The financial information you provide will be checked against information you, your parents or your spouse provide to the Government of Canada when submitting income tax returns. If discrepancies are discovered, automatic adjustments will be made to your file and you will be notified in writing. If you feel the action taken was incorrect, you must provide additional information to the division by submitting an Audit Income Form providing a monthly breakdown of your income.

Note: If you submit an appeal to have your overawards split over two semesters, the Audit Income Form is required or you must notify our office via email or in writing that you agree with the adjustments. You should be aware that if it is determined that you provided incorrect financial information on two

occasions, or at any time you deliberately provided incorrect information to the Student Financial Services Division, you may be restricted from receiving further assistance.

Reporting false or misleading information in relation to any application for government-subsidized assistance is an offense pursuant to the *Criminal Code of Canada*, the *Financial Assistance Act*, and the *Newfoundland and Labrador Student Financial Assistance Act*. Fines and/or imprisonment may result.

APPEALS

If you feel that your application was incorrectly assessed or extenuating circumstances were not taken into consideration, you may appeal. There are two steps in the process.

Tier One

You must submit a written appeal, including your Social Insurance Number, to the Student Financial Services Division and include any supporting documentation. Your parents can appeal their assessed parental contribution by completing a Student/Parent Appeal Form which must be signed by both you and your parents. This form is contained in this application package or available online at www.edu.gov.nl.ca/studentaid.

Note: Tier One appeals are acceptable via fax, mail, e-mail or drop-off to our office. Expected review time is 14 business days.

Deadline: 8 weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

Tier Two

If you are dissatisfied with the outcome of the Tier One appeal, you have the option of submitting a written request to the Student Financial Services Division for further review of your case by the External Appeals Board. You may be present at the meeting either in person or via teleconference.

The decision of the External Appeals Board is final and binding on all parties.

Note: Tier Two appeals are acceptable via fax, mail, email or drop-off to our office. Expected review time is 30 business days.

Deadline: 6 weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

KEEPING YOUR LOANS IN GOOD STANDING

It is your responsibility as a borrower to keep your student loans in good standing. Failure to do so will jeopardize your eligibility for further assistance and adversely impact your credit rating.

Changes in the administration of both the Canada and Newfoundland and Labrador Student Loan Programs in recent years have resulted in some students having student loans with more than one lender. It is important to know where all your loans are held and keep in contact with the administrators of each loan to update them on your status as a student.

Confirmation of Enrolment – Schedule 2

A Confirmation of Enrolment form is required if you are enrolled in full-time studies but are no longer receiving student loans. Once you and a representative from your educational institution complete the form, you must forward a copy to the NSLSC and any other financial institution holding any of your government-subsidized loans.

Ensure you follow up with the lender(s) to confirm receipt of the Confirmation of Enrolment form. It is a very important document that will allow your loans to remain in interest-free status while you are in full-time studies.

Note: To remain in interest-free status for a semester, this form must be received at the NSLSC prior to the period of study end date.

DEBT MANAGEMENT

Remember, you are responsible for repaying all the money you borrow to fund your education, so borrow wisely.

There are a number of government programs available to help reduce your total student loan debt and to provide assistance if you experience difficulties in meeting your repayment obligations.

Debt Reduction Grants

Effective August 1, 2002, Newfoundland and Labrador implemented a program whereby up to the full amount of the provincial portion of a student loan may be converted into a non-repayable grant. There is no application process. Students are automatically assessed.

You qualify if you meet all of the following criteria:

- graduate from a post-secondary program within this province that is at least 80 weeks in duration;

- borrow in excess of \$165 per week of study during a semester;
- are successful in at least 80% of a full course load each semester;
- apply and are deemed eligible for assistance for at least half of the required length of your post-secondary program.

Under certain circumstances you may qualify for an exemption from the 80% success rate requirement and the requirement to study in this province, provided you submit a written request along with supporting documentation to demonstrate exceptional circumstances.

If you pass 100% of a full course load during a semester, your grant will be equal to the total provincial amount you borrowed in excess of \$165 per week of study. If you pass 80% of a full course load, your grant amount will be half of the amount borrowed in excess of \$165 per week of study.

Example: If you receive a full-time loan of \$5,950 (\$3,570 federal and \$2,380 provincial) and you were successful in 100% of a full course load, your grant would equal \$2,380. If you passed 80% of a full course load, your grant would equal \$1,190.

While calculation of grant eligibility is semester-based, it is not applied to your outstanding provincial loan balance until you have met all of the eligibility criteria and confirmation that you have graduated from your program has been received by the Student Financial Services Division.

If you do not apply for financial assistance during your final period of study prior to graduation, you must contact the Student Financial Services Division to ensure that your Debt Reduction benefits are applied in a timely manner upon graduation. Debt Reduction eligibility can only be reviewed once the Division has been notified that all requirements have been met.

Note: You must respond to all requests for required documentation from the Student Financial Services Division within two years of graduation.

Early Childhood Education (ECE) Grants

Effective August 1, 2002, the Province implemented a debt reduction grant program for students in ECE programs.

You qualify if you:

- graduate from an approved ECE program within the Province; and,
- have applied and been deemed eligible for assistance for at least half of the required length of the program; and,

- borrow more than \$165 per borrowing week during a given semester; and,
- complete the program within the normal length of the program plus a grace period of up to one academic year (two semesters); and,
- obtain full-time employment (at least 30 hours per week) in a licensed family home or childcare centre within the Province for a period of at least 24 months.

There is no application form required. The Student Financial Services Division will notify you if you meet the eligibility requirements. If you qualify, the outstanding balance of your provincial loan will be adjusted upon confirmation that you have met all requirements.

Revision of Terms (ROT)

You may be able to make arrangements to pay only the interest portion of your loan payments or to extend the repayment period for up to 15 years.

Interest Relief

You may qualify for Interest Relief if:

- you have consolidated your student loans and entered into a Consolidation Agreement; and,
- you reside in Canada or are participating in an international internship program or are a member of the Canadian Armed Forces stationed abroad; and,
- your monthly gross family income (before deductions) falls within the maximum income guidelines; and,
- your eligibility for Interest Relief has not been previously revoked or terminated.

If you are granted Interest Relief:

- you will not be required to make principal or interest payments on your student loans during the approved period;
- the agreed repayment terms of your student loan will be extended by the length of the approved period for Interest Relief;
- both levels of government will make interest payments on your behalf during the approved period.

You can apply for Interest Relief at six month intervals up to a maximum of 30 months at any point during the repayment of your student loan. An additional 24 months of Interest Relief may be available, provided it is needed within the first five years after completion of your post-secondary studies. Applications are available through the NSLSC or visit the CanLearn website: www.canlearn.ca.

Debt Reduction in Repayment

This Government of Canada program is designed to reduce the outstanding principal balance of the federal portion of student loans.

You may qualify if:

- five years have passed since you last attended a post-secondary institution; and,
- you have exhausted all other debt management options; and,
- your loan payments exceed a given percentage of your income.

Contact the NSLSC or visit the CanLearn website: www.canlearn.ca for more information or to apply for Revision of Terms, Interest Relief, and/or Debt Reduction in Repayment.

National Student Loans Service Centre Public Institutions Division

P.O. Box 4030
Mississauga, ON L5A 4M4

Toll-free: 1 888 815-4514 (within North America)

Toll-free: 1 800 2-225-2501 (outside North America plus appropriate country code)

(905) 306-2950 (outside of North America if you are unable to use the global toll-free number)

Toll-free TTY/TDD: 1 888 815-4556

National Student Loans Service Centre Private Institutions Division

P.O. Box 779 Station U
Toronto, ON M8Z 5P9

Toll-free: 1 866 587-7452 (within North America)

(416) 503-6671 (outside North America, you may call collect)

TABLE 1

Calculation of Parental Contribution				
<i>Example #1 – Parental Contribution based on a family size of four with a combined family income of \$50,000. The Moderate Standard of Living (MSOL) for a family size of four is \$40,490.</i>				
Parent #1			Parent #2	
\$25,000			\$25,000	
\$5,195	Tax		\$5,195	Tax
\$19,805			\$19,805	
		\$39,610		
		\$40,490	MSOL	
		-\$880	Discretionary Income	
Based on combined family income of \$50,000, discretionary income is -\$880. When discretionary income is less than \$500, parental contribution is \$0. If this student's total assessed costs of attending school for this semester are \$6,000 and the only available resource is parental contribution, he/she would qualify for \$5,950 in financial assistance for this 17 week semester as maximum loans are \$350 per week of study.				
<i>Example #2 – Parental Contribution based on a family size of four with a combined family income of \$85,000. The Moderate Standard of Living (MSOL) for a family of four is \$40,490.</i>				
Parent #1			Parent #2	
\$55,000			\$30,000	
\$17,589	Tax		\$6,234	Tax
\$37,411			\$23,766	
		\$61,177		
		\$40,490	MSOL	
		\$20,687	Discretionary Income	
Based on combined family income of \$85,000, discretionary income is \$20,687. This discretionary income results in a parental contribution of \$195 per week. For a 17 week semester, the parental contribution is \$3,315. If this student's total assessed costs of attending school for this semester are \$5,000 and the only available resource is parental contribution, he/she would qualify for \$1,685 in financial assistance for this 17 week semester.				
<i>Example #3 – Parental Contribution based on a family size of four with a combined family income of \$100,000. The Moderate Standard of Living (MSOL) for a family size of four is \$40,490.</i>				
Parent #1			Parent #2	
\$60,000			\$40,000	
\$19,188	Tax		\$10,044	Tax
\$40,812			\$29,956	
		\$70,768		
		\$40,490	MSOL	
		\$30,278	Discretionary Income	
Based on combined family income of \$100,000, discretionary income is \$30,278. This discretionary income results in a parental contribution of \$336 per week. For a 17 week semester, the parental contribution is \$5,712. If this student's total assessed costs of attending school for this semester are \$6,000 and the only available resource is parental contribution, he/she would qualify for \$288 in financial assistance for this 17 week semester.				

Calculation of Parental Contribution (continued)

Example #4 – Parental Contribution based on a family size of three with a combined family income of \$50,000. The Moderate Standard of Living (MSOL) for a family size of three is \$36,117.

Parent #1		Parent #2	
\$25,000		\$25,000	
\$5,195	Tax	\$5,195	Tax
\$19,805		\$19,805	
	\$39,610		
	\$36,117	MSOL	
	\$3,493	Discretionary Income	

Based on combined family income of \$50,000, discretionary income is \$3,493. This discretionary income results in a parental contribution of \$14 per week. For a 17 week semester, the parental contribution is \$238. If this student's total assessed costs of attending school for this semester are \$4,800 and the only available resource is parental contribution, he/she would qualify for \$4,562 in financial assistance for this 17 week semester.

Example #5 – Parental Contribution based on a family size of five with a combined family income of \$85,000. Two dependent children are attending post-secondary studies. The Moderate Standard of Living (MSOL) for a family of five is \$44,354.

Parent #1		Parent #2	
\$55,000		\$30,000	
\$17,589	Tax	\$6,234	Tax
\$37,411		\$23,766	
	\$61,177		
	\$44,354	MSOL	
	\$16,823	Discretionary Income	

Based on combined family income of \$85,000, discretionary income is \$16,823. This discretionary income results in a parental contribution of \$137 per week. For a 17 week semester, the parental contribution is \$2,329. As there are two dependent children attending post-secondary studies, the parental contribution will be divided equally between the two children (\$1,165 per child).

Example #6 – Parental Contribution based on a family size of four with a combined family income of \$100,000. The Moderate Standard of Living (MSOL) for a family size of four is \$40,490. Parents are divorced and maintain two separate residences.

Parent #1		Parent #2	
\$60,000		\$40,000	
\$19,188	Tax	\$10,044	Tax
\$40,812		\$29,956	
	\$70,768		
	\$40,490	MSOL	
	\$22,744	Exceptional expense for maintaining separate residence.	
	\$7,534	Discretionary Income	

Based on combined family income of \$100,000 for parents who are divorced/separated and maintain two separate households, discretionary income is \$7,534. This discretionary income results in a parental contribution of \$38 per week. For a 17 week semester, the parental contribution is \$646. If this student's total assessed costs of attending school for this semester are \$5,800 and the only available resource is parental contribution, he/she would qualify for \$5,154 in financial assistance for this 17 week semester.

TABLE 2

Calculation of Student Contribution (Pre-study and Study Period)		
<i>Example #1 – Pre-study contribution for a student living at home during the pre-study period:</i>		
Tracy is a single dependent student living at home during her pre-study period. She graduated in June and plans to attend university in September. During the nine weeks between the completion of high school and the commencement of university, Tracy will earn \$2,160 from her summer job.		
Tracy's pre-study contribution is:		
Gross Income	\$2,160	= \$2,160
Less: Taxes	\$2,160 x 5.76%	= \$124
Less: Weekly Living Allowance	\$86 x 9 weeks	= \$774
x 80%	\$1,262 x .80	= \$1,010
Tracy's student contribution for the pre-study period is: \$1,010.		
<i>Example #2 – Pre-study contribution for a student living away from home during the pre-study period:</i>		
Steve is a single independent student living away from home during his pre-study period. He attended university during the last academic year (September 2005 to April 2006). Over the summer he will work during the entire 17 week pre-study period. Steve will earn \$4,300 from his summer job.		
Gross Income	\$4,300	= \$4,300
Less: Taxes	\$4,300 x 5.76%	= \$248
Less: Weekly Living Allowance	\$187 x 17 weeks	= \$3,179
x 80%	\$873 x .80	= \$698
Steve's student contribution for the pre-study period is \$698.		
<i>Example #3 - Study period contribution:</i>		
Jennifer is a single independent student living away from home. She attends a local college, and works part-time during the study period, earning \$110 per week. Her study period is 17 weeks in duration.		
Gross Income	\$110 x 17 weeks	= \$1,870
Less: Taxes	\$1,870 x 8.93%	= \$167
Less: Weekly Exemption (\$50/wk)	\$50 x 17 weeks	= \$850
Study Period Contribution		= \$853
Jennifer's student contribution for the study period is \$853.		