



The circled numbers refer to situations outlined in the Guide.

Reserved for Aide financière aux études

1 Student's Personal Information (See Guide, page 5)

Last name _____ _____		Language of correspondence <input type="checkbox"/> French <input type="checkbox"/> English		Permanent code assigned by the Ministère _____ _____	
First name _____ _____		Date of birth Y M D _____		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address Number Street _____ _____		Social insurance number _____ _____			
Street (cont.) _____		Apartment _____			
Municipality _____		Citizenship <input type="checkbox"/> Canadian citizen by birth <input type="checkbox"/> Naturalized Canadian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Refugee or protected person		IMMIGRANT 1 Immigrant category code _____ Date on which you obtained permanent resident, refugee or protected person status Y M D _____	
Prov. Country _____					
Postal code _____		Area code _____			
Telephone number _____		Area code _____		Ext. _____	
Other telephone number _____					
E-mail (optional): _____					

2 Québec Resident Status (See Guide, pages 5 and 6)

Were you born in Québec? YES ► Go to section 3. NO ► Go to the next question.

Does one of your parents or your sponsor reside in Québec? YES ► Go to section 3. NO ► Go to the next question.

Does one of the situations outlined in the Guide apply to you? See pages 5 and 6 **2** YES ► Go to section 3. NO ► You do not qualify for the financial assistance program.

3 Educational Institution (See Guide, page 6)

For the term(s) during which you will be studying part-time, give the name and code of the educational institution you will be attending and the number of course hours or credits for which you are enrolled. Educational institution codes can be found on pages 11 and 12 of the Guide.

NAME OF EDUCATIONAL INSTITUTION	Institution code	Number of course hours or credits
Fall term of 2006 _____	_____	_____ hours <input type="checkbox"/> credits <input type="checkbox"/>
Winter term of 2007 _____	_____	_____ hours <input type="checkbox"/> credits <input type="checkbox"/>
Summer term of 2007 _____	_____	_____ hours <input type="checkbox"/> credits <input type="checkbox"/>

Check the appropriate box for each term for which your education expenses will be paid by another ministry or organization, if applicable. Fall 2006 Winter 2007 Summer 2007

4 Student's Situation (See Guide, pages 6 and 7)

a Please check Single Married Civil union spouse Divorced Legally separated De facto separated Widowed

For any status other than single, give the effective date: Y | M | D

b Check all the statements that apply to you.

I am a single parent: I have at least one dependent child who has been living with me since: Y | M | D

I have been living with a de facto spouse and a child (my spouse's or mine) has lived with us since: Y | M | D

I have been at least 20 weeks pregnant since: Y | M | D

I am a permanent resident, a naturalized Canadian citizen or a refugee (within the meaning of the *Immigration and Refugee Protection Act*) and my parents or my spouse have been living outside Canada since: Y | M | D

3 I have been in one of the situations outlined in the Guide since: Y | M | D

See page 7

► If you are single and did not check any of the statements in part "b," have your parents or sponsor complete Schedule 2TP.

► If you are married, living in a civil union or living with a de facto spouse and a child, have your spouse complete Schedule 1TP.

5 Student's or Spouse's Dependent Children (See Guide, page 8)

Give the required information for each of your dependent children.

Child's first name	Child's last name	Date of birth Y M D

Check the appropriate box for each term for which your childcare expenses will be paid by another ministry or organization, if applicable. Fall 2006 Winter 2007 Summer 2007

6 Student's Income (See Guide, page 8)

If you have no income to report, write "0" (zero).

a **Income reported to Revenu Québec** Round off to the nearest dollar

Total income from line 199 of your 2005 Québec income tax return \$00

If you have not filed a 2005 Québec income tax return, enter the total amount of income you earned in Québec during this period \$00

If you have reported income in another province or country (i.e. income that you have not reported to Revenu Québec), enter the total amount of this income in Canadian dollars \$00

b **Total income for the 2006 taxation year**

Enter the total amount that you have received or expect to receive and will report to Revenu Québec for the period from January 1 to December 31, 2006 (line 199 of your Québec income tax return) \$00

See page 8

7 Student's Signature (See Guide, page 8)

I hereby certify that the information I have provided is accurate and complete.

Student's signature: _____ **Date:** Y | M | D



Reserved for Aide financière aux études

This schedule must be completed by the student's spouse, i.e. the person to whom the student is married or the person of the opposite sex or the same sex with whom the student lives (without being married), together with at least one dependent child. This child may be the student's or the spouse's.

**STUDENT'S
PERSONAL
INFORMATION**

Last name

Permanent code assigned by the Ministère

First name

1 Spouse's Personal Information

Last name

First name

Sex

- Male
- Female

Social insurance number

Date of birth

Y M D

2 Spouse's Income (See Guide, page 9)

If you have no income to report, write "0" (zero).

a Income reported to Revenu Québec

Round off to the
nearest dollar

Total income from line 199 of your 2005 Québec income tax return\$00

If you have not filed a 2005 Québec income tax return, enter the total amount of income you earned in Québec during this period.\$00

If you have reported income in another province or country (i.e. income that you have not reported to Revenu Québec), enter the total amount of this income in Canadian dollars.\$00

b Total income for the 2006 taxation year



Enter the total amount that you have received or expect to receive and will report to Revenu Québec for the period from January 1 to December 31, 2006 (line 199 of your Québec income tax return).\$00

3 Spouse's Signature (See Guide, page 9)

I hereby certify that the information I have provided is accurate and complete.

Spouse's signature: _____

Date: Y M D

Under paragraph (o) of section 69.1 of the *Act respecting the Ministère du Revenu*, Aide financière aux études will compare the income you reported in section 2 with the income you reported to Revenu Québec.



Reserved for Aide financière aux études

This schedule must be completed by the student's parents or sponsor. The sponsor is the person who agreed to provide for the basic needs of the student when he or she obtained permanent resident, refugee or protected person status. The sponsor is not a guardian or tutor, but the person held accountable for the student under the *Immigration and Refugee Protection Act*.

The student does not qualify for the Loans Program for Part-Time Studies if his or her own and his or her parents' or sponsor's combined incomes are greater than \$50 000.

STUDENT'S PERSONAL INFORMATION	Last name	Permanent code assigned by the Ministère
	First name	

1 Student Custody (See Guide, page 10)

Indicate with whom the student resides or last resided.

- Both parents
 Father
 Mother
 Sponsor

See page 10

2 Parent's (or Sponsor's) Personal Information

The sponsor (man or woman) must complete the spaces reserved for the father.

FATHER OR SPONSOR

Last name _____

First name _____

Number _____ Street _____

Street (cont.) _____ Apartment _____

Municipality _____

Prov. _____ Country _____

Postal code _____ Area code _____

Telephone number _____

E-mail (optional): _____

Civil status

- Single
 Divorced
 Married or civil union spouse
 Widowed
 Legally separated
 De facto separated

If your civil status has changed since May 1, 2006, please give the date on which it changed.

Y M D

Social insurance number

Date of birth

Y M D

MOTHER

Last name _____

First name _____

If your address is the same as the father's, check this box.

If not, write your address below.

Number _____ Street _____

Street (cont.) _____ Apartment _____

Municipality _____

Prov. _____ Country _____

Postal code _____ Area code _____

Telephone number _____

E-mail (optional): _____

Civil status

- Single
 Divorced
 Married or civil union spouse
 Widowed
 Legally separated
 De facto separated

If your civil status has changed since May 1, 2006, please give the date on which it changed.

Y M D

Social insurance number

Date of birth

Y M D

IN BRIEF

- ▶ Any financial assistance to which you are entitled under the Loans Program for Part-Time Studies will be awarded in the form of a loan on a per-term basis.
- ▶ The loan will cover your education expenses (tuition fees and the cost of books and supplies) and childcare expenses, if applicable.
- ▶ You may apply for a loan for part-time studies if:
 - you are a Canadian citizen, or a permanent resident, refugee or protected person within the meaning of the *Immigration and Refugee Protection Act*
 - you are considered a part-time student (see box below)
 - you are taking courses at a recognized educational institution in Québec (see list on pages 11 and 12)

To be considered a **part-time student** at an educational institution for a given term, you must be enrolled for the following number of courses, credits or course hours:

College:

- 76 to 179 course hours OR
- 2 or 3 courses

University (bachelor's, master's or doctoral program):

- 6 to 11 credits

- ▶ Aide financière aux études (AFE), the student financial assistance unit, will take into account all of your income for taxation year 2005 (January 1 to December 31) to determine whether you qualify for a loan for part-time studies. Your income will be combined with that of your spouse, parents or sponsor, if applicable. To see whether you qualify for the program, please complete the "Eligibility" work chart on pages 2 and 3.
- ▶ You are not required to provide supporting documents with your application, except if you do not have a permanent code.

If you are a student and a single parent living with your child who is under age 12

If you are at least 20 weeks pregnant

If you have a spouse and are living with your child who is under age 6

Do you have a major functional disability?

Then, you may qualify for the Loans and Bursaries Program for Full-Time Studies rather than the Loans Program for Part-Time Studies, even though you are studying part-time. The Loans and Bursaries Program covers living expenses, among other types of expenses.

If you qualify for and choose to file an application under the Loans and Bursaries Program, you must complete an *Application for Financial Assistance* form. This form is available from the financial assistance office at your educational institution or on our Web site at <www.afe.gouv.qc.ca/english>. For details on eligibility requirements for this program, contact the financial assistance office at your educational institution.

NOTE

If part of your education or childcare expenses are covered by another government body

If another government body such as Emploi-Québec or the Ministère de l'Emploi et de la Solidarité sociale is covering your education or childcare expenses for a given term, you do not qualify for the Loans Program for Part-Time Studies for that term.

If you are already receiving financial assistance under the Loans and Bursaries Program

You cannot apply for a loan under the Loans Program for Part-Time Studies. You are not entitled to assistance under both programs (part-time and full-time) for the same term.

AM I ENTITLED TO A LOAN?

Your eligibility is determined on the basis of your income (line 199 of your 2005 Québec income tax return) and the income of your spouse, parents or sponsor, if applicable (see page 6 for the definition of “spouse”). To find out

whether you qualify for a loan, complete the work chart below. Enter the amount appearing on line 199 of your Québec income tax return in the appropriate space.

IS THE NUMBER OF DEPENDENT CHILDREN I HAVE TAKEN INTO ACCOUNT?

Yes. Increments are added to the eligibility ceiling (\$35 000 or \$50 000, depending on your situation) in order to take into account your family responsibilities. Add \$2 600 for the first dependent child and \$2 400 for each additional dependent child. If you are a single parent, add another \$1 995.

Example: Alex is married and has three children. In his case, the eligibility ceiling is calculated as follows:

\$50 000 (student considered to be receiving support from his spouse)
 + \$ 2 600 (1st child)
 + \$ 4 800 (2 more children)
 \$57 400

If his and his spouse’s combined incomes amount to less than \$57 400, Alex qualifies for the Loans Program for Part-Time Studies.

To be considered a dependent, your child must be single, not have any children and:

- be under 18 years of age
- be 18 years of age or over, studying full-time and deemed to be living with you
- be 18 years of age or over, studying full-time and not living with you if you are contributing toward the cost of his or her education

ELIGIBILITY

This work chart will help you determine whether you qualify for the Loans Program for Part-Time Studies.

1. Complete Section 4 of the 2006-2007 *Loan for Part-Time Studies* application form to determine whether your situation corresponds to situation 1, 2 or 3.
2. Complete the appropriate section of the work chart.

Situation 1—Independent Student

Divorced, legally separated, de facto separated, widowed or single student **who has checked one of the statements** in Section 4b of the form

• Base amount \$35 000		\$35 000
• Enter \$2 600 if you have a dependent child. If not, enter 0.	+	_____
• Additional child(ren) _____ X \$2 400. If none, enter 0.	+	_____
• Enter \$1 995 if you are a single parent. If not, enter 0.	+	_____
• This is your eligibility ceiling.	=	_____
• Subtract your total income for 2005 (line 199 of your Québec income tax return).	-	_____
• If the result is positive, you qualify for the Loans Program for Part-Time Studies.	=	_____

Situation 2—Student Receiving Support From His or Her Parents or Sponsor

Single student **who has checked none of the statements** in Section 4b of the form

• Base amount \$50 000		\$50 000
• Enter your total income for 2005 _____ + your parents’ (or sponsor’s) total income _____ (line 199 of the Québec income tax return).	-	_____
• If the result is positive, you qualify for the Loans Program for Part-Time Studies.	=	_____

ELIGIBILITY (cont.)

Situation 3—Student Receiving Support From His or Her Spouse

- Student who is married or in a civil union, with or without children
- Student who is living with a de facto spouse and one or more dependent children

• Base amount \$50 000		\$50 000
• Enter \$2 600 if you have a dependent child. If not, enter 0.	+	
• Additional child(ren) _____ X \$2 400. If none, enter 0.	+	
• This is your eligibility ceiling.	=	
• Enter your total income for 2005 _____ + your spouse's total income _____ (line 199 of the Québec income tax return)	-	
• If the result is positive, you qualify for the Loans Program for Part-Time Studies.	=	

This work chart will give you an idea of your situation. It does not replace the actual processing of your application. For information, contact the financial assistance office at your educational institution.

HOW MUCH OF A LOAN WILL I GET?

To find out, complete the work chart below.

Education expenses are determined on the basis of the level of education. The number of credits or course hours is multiplied by a fixed amount that covers all education expenses (tuition fees, the cost of textbooks and supplies, and miscellaneous fees such as registration and admission fees).

You are allowed an amount for childcare expenses if your child is under 12 years of age or if your child is 12 years of age or older and has a major functional disability or mental disorder. A major functional disability is a handicap that significantly and persistently limits the child's ability to carry out daily activities. In either case, you will be allowed an additional \$490 per term per dependent child for childcare expenses.

LOAN ASSESSMENT

	Fall 2006	Winter 2007	Summer 2007	Total
Education expenses				
University: \$85 per credit	_____ x \$85 = _____ Credits	_____ x \$85 = _____ Credits	_____ x \$85 = _____ Credits	_____
Public college: \$3 per hour or period	_____ x \$3 = _____ Hours (periods)	_____ x \$3 = _____ Hours (periods)	_____ x \$3 = _____ Hours (periods)	_____
Private college: \$10 per hour or period	_____ x \$10 = _____ Hours (periods)	_____ x \$10 = _____ Hours (periods)	_____ x \$10 = _____ Hours (periods)	_____
Childcare expenses				
Child 11 years of age or under: \$490 per child	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____
Child 12 years of age or over with a major functional disability or mental disorder: \$490 per child	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____ x \$490 = _____ Child(ren)	_____
			Grand total:	_____

A loan will be issued if the result is higher than \$100.

QUESTIONS ▼

ANSWERS ▼

► **WILL I GET AN ANSWER SOON?**

Your application will be processed as quickly as possible. AFE will then send you a decision notice by mail. This notice will tell you the loan amount you have been awarded. If you have provided an e-mail address, you will receive an e-mail message inviting you to go to the AFE Web site, under *On-Line Access to Your File!* in order to see your decision notice.

If you do not qualify for financial assistance, you will still receive a decision notice stating the reason(s) for the refusal.

► **WHAT'S THE APPLICATION DEADLINE?**

The *Loan for Part-Time Studies* application form and schedules 1TP and 2TP, if applicable, must be received by AFE no later than 60 days after the end of the last month of your recognized studies for the award year in question.

► **WILL MY APPLICATION REMAIN CONFIDENTIAL?**

Yes. The only persons who have access to the information provided in your application form are those staff members who need it in order to perform their job duties.

► **WHAT IF MY SITUATION CHANGES DURING THE TERM?**

You must file a *Part-Time Studies Loan Application Update* form. This form may be obtained from the financial assistance office at your educational institution or on AFE's Web site at <www.afe.gouv.qc.ca/english>.

► **HOW WILL I GET MY *GUARANTEE CERTIFICATE*?**

Your educational institution will give you an envelope containing your *Guarantee Certificate*, among other things. In order for the financial assistance to which you are entitled to be deposited directly into your bank account, you must then submit all of the documents contained in your envelope to your financial institution.

► **WHAT IF AFE HAS HAD TO REPAY MY FINANCIAL INSTITUTION FOR MY PREVIOUS STUDENT LOANS?**

You will qualify for a loan for part-time studies only once you have paid back 50% of your student loan debt. You must also sign an acknowledgment of debt (IOU) for the balance still owing.

GUIDE

1. Fill out all the sections of the *2006-2007 Loan for Part-Time Studies* application form.
2. Have your parents, spouse or sponsor complete the schedules that concern them.

Remember to **enter your first and last names and permanent code** in the “Student’s Personal Information” section of each schedule and to **sign** your form.

NOTE

Do not fax the application form or the schedules.

You may be asked to provide supporting documents at a later date should AFE audit your file. You should therefore be prepared to back up all the information you provide in the application form and schedules.

SECTION 1: STUDENT’S PERSONAL INFORMATION

What if I move during the year?

All correspondence will be sent to the address you provide in this section. If your address changes during the year, you must notify the person in charge of the financial assistance office at your educational institution or AFE as soon as possible by filling out a *Part-Time Studies Loan Application Update* form.

What if I don’t have a social insurance number (SIN)?

If you don’t have a SIN, you must apply for one at your local Human Resources and Skills Development Canada office.

How do I find out my permanent code?

Your permanent code (e.g.: TREP11596701) appears on your secondary school or college transcript. Your permanent code is still valid even if it has been years since you were a student. You can therefore use your permanent code again to apply for a loan for part-time studies.

What if I don’t have a permanent code?

If you were never assigned a permanent code by the Ministère de l’Éducation, du Loisir et du Sport, refer to the table to the right to find out which documents you must submit along with your application. You must also indicate your place of birth (city and country) and the first and last names of both your parents, even if they are deceased.

For more information, contact the financial assistance office at your educational institution or AFE.

Document* required to obtain a permanent code

• Canadian citizen by birth	⇒ Your birth certificate, copy of act of birth or birth and baptismal certificate, if issued by a parish before 1994
• Naturalized Canadian citizen	⇒ Your <i>Commemoration of Canadian Citizenship</i> certificate issued by Citizenship and Immigration Canada
• Permanent resident	⇒ Your <i>Record of Landing (IMM 1000)</i> , <i>Confirmation of Permanent Residence (IMM 5292)</i> or copies of both sides of your Permanent Resident Card issued by Citizenship and Immigration Canada
• Refugee or protected person	⇒ Your <i>Certificat de sélection du Québec</i> (Québec selection certificate) issued by the Ministère de l’Immigration et des Communautés culturelles and your notice of decision issued by the Immigration and Refugee Board or Pre-Removal Risk Assessment decision issued by Citizenship and Immigration Canada or Your <i>Protected Person Status Document</i> issued by Citizenship and Immigration Canada

* You must provide the original document or a copy certified as true to the original before a commissioner of oaths.

SECTION 2: QUÉBEC RESIDENT STATUS

If I checked “No” for the first two questions in Section 2, do I qualify for the Loans Program for Part-Time Studies?

Yes, you qualify if you reside in Québec, i.e. if you meet any of the criteria listed below and on the next page. **If so, choose “Yes” by checking box 2.**

- You were adopted by a person who resided in Québec at the time of your adoption.
- You still have your residence in Québec, although your parents (or sponsor) now live elsewhere.
- Your parents (or sponsor) are deceased, but one of them resided in Québec at the time of his or her death.
- Québec is the last place where you resided for 12 consecutive months without pursuing full-time studies.

SECTION 2: QUÉBEC RESIDENT STATUS (CONT.)

- You hold a selection certificate issued under the *Immigration and Refugee Protection Act*.
- You have been residing in Québec for at least three months and have not resided in another Canadian province for more than three months.
- You have resided in Québec in accordance with one of the above statements for three consecutive years within the last five years.
- Your spouse was born in Québec or meets one of the previous criteria.

SECTION 3: EDUCATIONAL INSTITUTION

How many courses, credits or course hours must I take to be considered a part-time student at an educational institution?

College:

- 76 to 179 course hours OR
- 2 or 3 courses

University (bachelor's, master's or doctoral program):

- 6 to 11 credits

What educational institutions and courses are recognized?

Educational institutions must be recognized by the Ministère de l'Éducation, du Loisir et du Sport and courses must be part of a recognized program.

What if I am taking distance education courses?

You qualify if the educational institution offering the distance education courses you are taking is recognized by the Ministère de l'Éducation, du Loisir et du Sport and

if the courses you are taking are part of a recognized program.

If I am taking courses as an independent student or language learning courses, do I qualify?

No, you do not qualify since these courses are not part of a recognized program.

Where do I find the "institution code" for my educational institution?

To find the exact name of your educational institution and the institution code, refer to the list on pages 11 and 12.

NOTE

If you are taking courses at a recognized educational institution located outside Québec, you qualify provided that you still have your residence in Québec and meet one of the criteria outlined in Section 2 of the Guide (see page 5).

SECTION 4: STUDENT'S SITUATION

How is my situation determined?

AFE uses the information you provide in this section to determine your situation, i.e. whether you are:

- an independent student
- a student receiving financial support from his or her parents or sponsor
- a student receiving financial support from his or her spouse

A) DEFINITIONS

Legally separated: You were once legally married or in a civil union but have obtained a court judgment granting you a legal separation.

De facto separated: You are legally married or in a civil union and are now separated but have not obtained a court judgment.

Biological or adoptive parent of a child: You have or had a child of your own (whether the child is living or deceased). You are the adoptive parent of a child if you have legally adopted a child.

Single parent: You do not have a spouse and have custody of at least one dependent child (your own), who is living with you. You cannot be a single parent if you are not a biological or adoptive parent.

Spouse: Your spouse is the person to whom you are married or with whom you are in a civil union.

De facto spouse: You are a de facto spouse if you are living with a partner of the opposite sex or the same sex without being married or in a civil union, and with at least one dependent child (either your own or your spouse's).

SECTION 4: STUDENT'S SITUATION (CONT.)

Sponsor: The sponsor is the person, other than a parent or spouse, who agreed to provide for the basic needs of the student when he or she obtained permanent resident status. The sponsor is not a guardian or tutor, but rather the person held accountable for the student under the *Immigration and Refugee Protection Act*. In keeping with this Act, a Canadian citizen by birth cannot have a sponsor.

Dependent child: A dependent child is single, does not have any children of his or her own and is:

- under 18 years of age
- 18 years of age or over, studying full-time and deemed to be living with his or her parents
- 18 years of age or over, studying full-time and not living with his or her parents if they are expected to contribute toward the cost of his or her education

Civil union: A civil union is a public commitment made by two people who wish to live together. They must consent in public, before a competent celebrant. The civil union is recorded in an act of civil union.

B) INDEPENDENT STUDENT

If you are single and none of the first three statements in Section 4b of the form applies to you, you must be in one of the situations listed below to be regarded as not receiving financial support from your parents or sponsor.

If one of these situations applies to you, **check box 3 in Section 4 of the form** and give the date on which the situation began to apply.

NOTE

If more than one situation applies to you, give the starting date for the situation that you have been in the longest.

- You have earned 90 credits toward a single degree (i.e. in the same program) at a Québec university (three years of study).
- You have earned 90 credits toward a single degree (i.e. in the same program) at a university outside Québec (four years of study or if you hold a Diploma of College Studies, three years of study).
- You hold a bachelor's degree or the equivalent from an institution outside Québec.
- You are studying toward a master's or doctoral degree but do not have a bachelor's degree.

- You hold a Level I graduate diploma in music (*Diplôme d'études supérieures en musique I*) or an attestation issued upon completion of three years of training at a Québec music or drama conservatory.
- You are or have been the biological or adoptive parent of a child.
- You are single and both your parents are deceased (or your sponsor is deceased).
- You have not studied full-time for at least seven years since the date on which you were no longer required by law to attend school.
- Your spouse cannot be located.

You do not have to submit Schedule 1TP. You must, however, provide details in writing, or the processing of your application may be delayed.

- You are single and one of the following exceptional family situations applies to you:
 - You have been placed in a foster home.
 - You have been placed in the custody of a guardian.
 - Your parents (or sponsor) cannot be located.
 - Your family situation has deteriorated.
- You have been in one or both of the following situations for a total period of at least 24 months, not counting any time during which you attended an educational institution on a full-time basis:
 - You have supported yourself while living elsewhere than with your parents or sponsor.
 - You have held a paid job or have received employment insurance benefits, income replacement benefits from the CSST or SAAQ or income replacement benefits for crime victims or persons decorated for acts of good citizenship.

NOTE

You may have been in different situations during this 24-month period. For example, you may have had a paid job with a company for 10 months, have received employment insurance benefits for 2 months, have received employment assistance benefits (have supported yourself) for 4 months while living elsewhere than with your parents, have held another paid job with a company for 6 months, and have received income replacement benefits (CSST) for 2 months, without ever studying full-time.

SECTION 5: STUDENT'S OR SPOUSE'S DEPENDENT CHILDREN

Do I have to list all of my dependent children in this section?

AFE takes the number of dependent children you have into account in calculating allowable childcare expenses and determining the applicable eligibility ceiling.

When assessing the amount to be awarded a student for childcare expenses, AFE considers children under 12 years of age and those 12 years of age or over if they have a major functional disability or mental disorder.

For AFE to consider your dependent children when determining your eligibility ceiling, you must list all of your children who are single, do not themselves have any children and are:

- under 18 years of age
- 18 years of age or over, studying full-time and deemed to be living with you
- 18 years of age or over, studying full-time and not living with you if you are expected to contribute toward the cost of their education

NOTE

To claim childcare expenses for children 12 years of age or over with a major functional disability or mental disorder, you must file a *Part-Time Studies Loan Application Update* form. You must also list the names of these children on the present form.

SECTION 6: STUDENT'S INCOME

You must report your total income as given on line 199 of your 2005 Québec income tax return. The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if I didn't file an income tax return for 2005?

Enter the total amount that you have earned and would have entered on line 199 had you filed a Québec income tax return for 2005 (January 1 to December 31).

What income is taken into account?

AFE takes into account your family income (for taxation year 2005) to determine whether you qualify for the Loans Program for Part-Time Studies. The definition of "family income" varies depending on your situation (as determined in the "Eligibility" work chart on pages 2 and 3).

1. If you are single and are considered independent:
Family income = your income as reported on line 199 of your Québec income tax return
2. If you are considered to be receiving financial support from your parents (or sponsor):
Family income = your income + your parents' income, that of the person (mother or father) with whom you reside or last resided or your sponsor's income.

3. If you are considered to be receiving financial support from your spouse:

Family income = your income + your spouse's income

My income is lower this year than it was last year. Will AFE take this into account?

Yes, AFE will take this into account if your family income for this year has dropped by at least 10% compared with last year.

You must enter your projected income for the current year in Section 6b of the form for AFE to be able to determine whether your family income has dropped by at least 10% compared with last year.

NOTE

The family income is based on the income earned in the **SAME** year by each of the persons concerned.

SECTION 8: STUDENT'S SIGNATURE

Your application will be processed **only if it is signed by you.**

SCHEDULE 1TP—Student's Spouse

SECTION 2: SPOUSE'S INCOME

Your spouse must report his or her total income as given on line 199 of his or her 2005 Québec income tax return. The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if my spouse didn't file an income tax return for 2005?

He or she must enter the total amount that he or she has earned and would have entered on line 199 had he or she filed a Québec income tax return for 2005 (January 1 to December 31).

You are not required to have your spouse complete Schedule 1TP if you are a naturalized Canadian citizen or permanent resident and your spouse lives outside Canada.

What income is taken into account?

AFE takes into account your family income (for taxation year 2005) to determine whether you qualify for the Loans

Program for Part-Time Studies. In this particular case, "family income" refers to your own and your spouse's combined incomes.

My spouse's income is lower this year than it was last year. Will AFE take this into account?

Yes, AFE will take this into account if your family income for this year has dropped by at least 10% compared with last year.

Your spouse must enter his or her projected income for the current year in Section 2b of Schedule 1TP for AFE to be able to determine whether your family income has dropped by at least 10% compared with last year.

SECTION 4: SPOUSE'S SIGNATURE

Your application will be processed **only if the schedule is signed by your spouse.**

SCHEDULE 2TP—Student’s Parents or Sponsor

SECTION 1: STUDENT CUSTODY

Who must complete the schedule?

This schedule must be completed by your parents (biological or adoptive) or your sponsor.

Which box should I check for physical custody?

If your biological or adoptive parents live together, they must check “Both parents.”

If your parents are divorced, legally or de facto separated, or if one of your parents is deceased, the person with whom you reside or last resided must check “Father” or “Mother,” as the case may be.

You are a naturalized Canadian citizen or permanent resident and your parents live outside Canada.

If, in accordance with the *Immigration and Refugee Protection Act*, a sponsor agreed to provide for your basic needs when you obtained permanent resident status, he or she must check “Sponsor” and complete Schedule 2TP.

If you do not have a sponsor, you are not required to submit Schedule 2TP.

SECTION 3: PARENT’ (OR SPONSOR’S) INCOME

Your parents (or sponsor) must report their total income as given on line 199 of their Québec income tax return for 2005. The income reported in this section is systematically checked against the information on file at Revenu Québec.

What if my parents (or sponsor) didn’t file an income tax return for 2005?

They must enter the total amount that they have earned and would have entered on line 199 had they filed a Québec income tax return for 2005 (January 1 to December 31).

What income is taken into account?

AFE takes into account the family income (for taxation year 2005) to determine whether you qualify for the Loans Program for Part-Time Studies. In this particular case, “family income” refers to your income plus your parent’s income, that of the person (mother or father) with whom you reside or last resided or your sponsor’s income.

My parents’ (or sponsor’s) income is lower this year than it was last year. Will AFE take this into account?

Yes, AFE will take this into account if your family income for this year has dropped by at least 10% compared with last year.

Your parents (or sponsor) must enter their projected income for the current year in Section 3b of Schedule 2TP for AFE to be able to determine whether your family income has dropped by at least 10% compared with last year.

SECTION 5: PARENTS’ OR SPONSOR’S SIGNATURE

Your application will be processed **only if the schedule is signed by your parents or sponsor.**

COLLEGE

This list contains the names of all recognized college-level educational institutions. The status of certain institutions may change and new institutions may be added once this Guide is published. If in doubt, please contact the financial assistance office at your educational institution or Aide financière aux études.

List of Educational Institutions

Public colleges, music conservatories and institutes

Cégep André-Laurendeau	929000	- Campus de Charlesbourg	902001	Cégep Marie-Victorin	938000
Cégep Beauce-Appalaches	937000	Cégep de l'Outaouais	919000	- Campus Beth Jacob	93800B
- Centre des études collégiales de Lac-Mégantic	93700B	- Campus Félix-Leclerc	919002	- Campus Chaya Mushka	93800C
Cégep d'Ahuntsic	913000	Cégep de Maisonneuve	916000	- Campus TAV	93800D
Cégep d'Alma	932001	Cégep de Matane	927000	- Campus Namur	93800E
- Campus Abitibi-Témiscamingue	93201C	Cégep de Rimouski	901000	Cégep Montmorency	930000
- Campus de Montréal	93201D	- Centre matapédien d'études collégiales	901002	Cégep régional de Lanaudière (Joliette)	910000
Cégep de Baie-Comeau	931001	- Institut maritime du Québec	901001	Cégep régional de Lanaudière (L'Assomption)	940001
Cégep de Bois-de-Boulogne	914000	Cégep de Rivière-du-Loup	922000	Cégep régional de Lanaudière (Terrebonne)	940002
Cégep de Chicoutimi	932002	Cégep de Rosemont	915000	Cégep Saint-Jean-sur-Richelieu	908000
- Campus d'Alma	93202D	- Cégep@distance	915001	- Centre d'enseignement collégial de Brossard	90800B
- Centre d'études collégiales de Forestville	93202C	Cégep de Saint-Félicien	932004	Champlain Regional College	
- Centre québécois de formation aéronautique (Saint-Honoré)	932005	- Centre d'études collégiales à Chibougamau	932006	- Lennoxville Campus	936001
Cégep de Drummondville	907001	Cégep de Saint-Hyacinthe	907003	- Saint-Lambert—Longueuil Campus	936003
Cégep de Granby—Haute-Yamaska	904001	Cégep de Saint-Jérôme	928000	- St. Lawrence Campus	936002
Cégep de Jonquière	932003	- Centre collégial de Mont-Laurier	928001	Collège Shawinigan	906000
- Centre d'études collégiales en Charlevoix	932007	Cégep de Saint-Laurent	912000	Conservatoire de musique de Gatineau	470502
Cégep de l'Abitibi-Témiscamingue	920000	Cégep de Sainte-Foy	903000	Conservatoire de musique de Montréal	749572
- Campus d'Amos	920001	Cégep de Sept-Îles	931002	Conservatoire de musique de Québec	669510
- Campus de Val-d'Or	920002	- Campus de Chicoutimi	93102B	Conservatoire de musique de Rimouski	020510
Cégep de la Gaspésie et des Îles	900000	Cégep de Sherbrooke	904000	Conservatoire de musique de Saguenay	100501
- Centre d'études collégiales de Carleton	900004	Cégep de Sorel-Tracy	907002	Conservatoire de musique de Trois-Rivières	260504
- Centre d'études collégiales des Îles-de-la-Madeleine	900003	- Centre d'études collégiales de Varennes	90702B	Conservatoire de musique de Val-d'Or	520500
- Centre spécialisé des pêches	900002	Cégep de Trois-Rivières	905000	Dawson College	933000
- CFC Sainte-Anne-des-Monts	90000E	Cégep de Valleyfield	918000	Heritage College	919001
Cégep de La Pocatière	923000	Cégep de Victoriaville	925000	Institut de technologie agroalimentaire	
- Centre d'études collégiales de Montmagny	923001	- École québécoise du meuble et du bois ouvré (section Montréal)	925002	- Campus de La Pocatière	190504
Cégep de la région de l'Amiante	924000	Cégep du Vieux-Montréal	917000	- Campus de St-Hyacinthe	440512
Cégep de Lévis-Lauzon	921000	Cégep Édouard-Montpetit	909000	Institut de tourisme et d'hôtellerie du Québec	749655
Cégep de Limoilou	902000	- École nationale d'aérotechnique	909001	John Abbott College	935000
		Cégep François-Xavier-Garneau	926000	MacDonald College—McGill University	699600
		Cégep Gérald-Godin	939000	Vanier College	934000
		Cégep Lionel-Groulx	911000		

Private colleges

Académie de l'entrepreneurship québécois	294901	- Campus Longueuil	690563	École de sténographie judiciaire	692580
Académie internationale du design et de technologie	749839	- Campus St-Jean-sur-Richelieu	690564	École du show-business	690530
Campus Notre-Dame-de-Foy	210508	- Campus Vaudreuil-Dorion	690561	École nationale de cirque	749937
CDI College (Laval Campus)	389551	Collège international des Marcellines	749730	École nationale de l'humour	749995
CDI College (Montréal Campus)	749747	Collège international Marie-de-France	749557	École nationale de police du Québec	770000
CDI College (Québec City Campus)	669639	Collège Jean-de-Brébeuf	749556	École de musique Vincent-d'Indy	719503
Centennial College	749701	Collège la Cabriole	692570	Herzing College (Laval)	691530
Collège André-Grasset		Collège Lafèche	260501	Herzing College (Montréal)	749758
- Collège André-Grasset (Montréal)	749547	Collège Mérici	669506	Institut de création artistique et de recherche en infographie (ICARI)	749996
- Institut Grasset	692531	Collège Mother House	749931	Institut d'enregistrement du Canada enr.	359505
Collège April-Fortier	749720	Collège Multihexa/Saguenay—Lac-Saint-Jean	691510	Institut supérieur de design de mode I.S.D.M. inc.	749618
Collège Bart	669537	Collège Multihexa/Québec	210578	Institut supérieur d'informatique I.S.I. (Montréal)	303531
Collège Crack inc.	263536	Collège Multihexa/Trois-Rivières	691514	Institut Teccart (2003)	692550
Collège d'affaires Ellis inc.	250506	Collège O'Sullivan de Montréal	749561	Institut Trébas Québec inc.	749738
Collège de l'Estrie inc.	277500	Collège O'Sullivan de Québec	669546	Inter-Dec College	749760
- Campus de Drummondville	692520	Collège préuniversitaire Nouvelles Frontières	690510	LaSalle College	749548
Collège de l'immobilier du Québec	749986	Collège Salette inc.	749795	Les Ateliers de danse moderne de Montréal inc.	749751
Collège d'enseignement en immobilier inc.	692540	Collège Stanislas inc.	719517	Marianopolis College	749712
Collège de photographie Marsan	749553	Collège technique de Montréal inc.	749761		
Collège de radio télévision de Québec inc.	669635	Conservatoire Lassalle	749569		
Collège d'informatique Marsan	749770	Cyclone Arts et Technologies	690540		
Collège info-technique (Dorval)	690560	École commerciale du Cap	260507		
- Campus Granby	690562	École de danse de Québec	669542		

COLLEGE (CONT.)

Private colleges

Multicollège de l'Ouest du Québec (Hull)		- Campus Notre-Dame-de-Foy	690570	Night Hawk Technology College	692560
- Collège Mérici	691500	Musitechnic services éducatifs inc.	749841	Séminaire de Sherbrooke	270543
- Le Petit Séminaire de Québec	690560	National Theatre School of Canada	749672		

UNIVERSITY

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ACADIA UNIVERSITY Montréal Campus	(H1028B)	ÉCOLE NATIONALE D'ADMINISTRATION PUBLIQUE – ENAP	(978007)	UNIVERSITÉ DE SHERBROOKE Campus de Longueuil	(977000) (97700C)
BISHOP'S UNIVERSITY	(981000)	ÉCOLE POLYTECHNIQUE DE MONTRÉAL	(976002)	UNIVERSITÉ D'OTTAWA/ UNIVERSITY OF OTTAWA	(H1021A)
CONCORDIA UNIVERSITY	(980000)	INSTITUT DE FORMATION THÉOLOGIQUE DE MONTRÉAL	(991040)	UNIVERSITÉ DU QUÉBEC EN ABITIBI-TÉMISCAMINGUE (Rouyn 978006) (Val-d'Or 97806B)	
CONSERVATOIRES D'ART DRAMATIQUE (Montréal 991050) (Québec 991060)		INSTITUT MARIE-GUYART	(991070)	UNIVERSITÉ DU QUÉBEC À CHICOUTIMI	(978003)
CONSERVATOIRES DE MUSIQUE (Montréal 749572) (Trois-Rivières 260504) (Saguenay 100501) (Québec 669510) (Gatineau 470502) (Rimouski 020510) (Val-d'Or 520500)		INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE	(978008)	UNIVERSITÉ DU QUÉBEC À MONTRÉAL	(978001)
ÉCOLE DE TECHNOLOGIE SUPÉRIEURE	(978010)	McGILL UNIVERSITY	(979000)	UNIVERSITÉ DU QUÉBEC À RIMOUSKI Campus de Rimouski	(978004) (97804B)
ÉCOLE DES HAUTES ÉTUDES COMMERCIALES – HEC	(976001)	McGILL UNIVERSITY MacDonald College	(97900B)	UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES	(978002)
ÉCOLES DU BARREAU DU QUÉBEC Centre de formation de Québec	(991010)	TÉLÉ-UNIVERSITÉ	(978011)	UNIVERSITÉ DU QUÉBEC EN OUTAOUAIS	(978005)
Centre de formation de Montréal	(991000)	UNIVERSITÉ LAVAL	(975000)		
Centre de formation de Sherbrooke	(991030)	UNIVERSITÉ DE MONTRÉAL	(976000)		
Centre de formation d'Ottawa	(991020)	UNIVERSITÉ DE MONTRÉAL Campus de la Faculté de médecine vétérinaire	(97600B)		