

**FILING AN APPLICATION WITH THE
EXAMINATION COMMITTEE FOR EXCEPTIONAL CASES**

Student Guide

INTRODUCTION

Full-time students may file an application with the Examination Committee for Exceptional Cases when their situation is not covered by the Loans and Bursaries Program or when they have reached the maximum number of months of eligibility or the maximum debt limit set for their particular program. This **last-resort** procedure is provided for in section 44 of the *Act respecting financial assistance for education expenses*, which states that the Minister of Education, Recreation and Sports may award financial assistance to students who feel **their studies are in jeopardy**. The amount awarded may not, however, exceed the maximum loan or bursary amounts set in the *Regulation respecting financial assistance for education expenses*.

Under section 43 of the Act, students who received a bursary overpayment or a financial assistance overpayment or who defaulted on a student loan may file an exceptional case application with the Committee. However, the financial assistance awarded, if any, will be paid only when proof of a repayment agreement is provided.

There are two cases in which a student may file an application with the Examination Committee for Exceptional Cases:

- I. The student **qualifies** for student financial assistance and has received the assistance to which he or she was entitled. His or her studies are in jeopardy, however, because of special circumstances or extraordinary expenses not covered under the Loans and Bursaries Program.
- II. The student **no longer qualifies** for student financial assistance because he or she has reached either the maximum number of months of eligibility set for his or her program of study or level of education, or the maximum debt limit set for his or her program.

IMPORTANT: Students who have completed their studies are not authorized to file exceptional case applications, since their studies can no longer be jeopardized.

APPLICATION PROCEDURE

Applications are studied by the Examination Committee for Exceptional Cases created under section 45 of the *Act respecting financial assistance for education expenses*. The committee members are appointed by the Minister and include representatives of educational institution personnel and socioeconomic communities, as well as student representatives. The Committee meets at least five times yearly and must, for each application, submit an opinion to the Minister, who makes the final decision.

It is imperative that the student clearly state, in his or her application, the grounds on which he or she is filing an application. **The Secretariat of the Examination Committee for Exceptional Cases undertakes to submit to the Committee all complete applications received seventeen working days before a Committee meeting.**

When preparing an exceptional case application, the student should consult the person in charge of the financial assistance office at his or her educational institution.

In all cases, the student must first have submitted an application for financial assistance for the award year considered in his or her exceptional case application.

The student must also make sure that the income reported in his or her application for financial assistance is consistent with that reported in the budget accompanying his or her exceptional case application.

Exceptional case applications must be sent to the following address:

Unité des droits de recours

Responsable du Secrétariat au Comité d'examen des demandes dérogatoires

Aide financière aux études

1035, rue De La Chevrotière, 20^e étage

Québec (Québec) G1R 5A5

You may file an application with the Examination Committee for Exceptional Cases in the following instances:

- I. You qualify for financial assistance and have received the amount to which you were entitled. However, you find yourself in a situation not provided for under the Loans and Bursaries Program or must pay for extraordinary expenses which are not covered under the Program.**

Here are the documents you must submit with your application (check the appropriate boxes on page 6 to help you keep track):

1. A letter explaining:

- the reasons why your exceptional situation or expenses place your studies in jeopardy
- your efforts, in light of your situation, to contribute toward the cost of your education

Explain the steps you have taken to obtain funding from sources other than government assistance (work, scholarships, bank loans, financial support from your parents, etc.).

- the amount of assistance requested
 - if applicable, the reasons for any delay in filing an application with the Examination Committee for Exceptional Cases
2. A letter signed by the person in charge of the financial assistance office at your educational institution
 3. A letter issued by the registrar's office stating the program title and date on which you are expected to obtain your diploma. This letter may be signed by the person in charge of the financial assistance office if he or she can provide the information. If you are studying toward a master's or doctoral degree, attach a letter signed by your thesis supervisor.
 4. The form entitled *Exceptional Case Application—Student's Budget* (Copies of this form are available from the financial assistance office at your educational institution and on AFE's Web site.)
 5. If applicable, the form entitled *Exceptional Case Application—Spouse's Budget* (Copies of this form are available from the financial assistance office at your educational institution and on AFE's Web site.)
 6. A copy of all your **official** transcripts for your postsecondary studies (and secondary school studies, if you are currently enrolled in a secondary-level vocational training program)
 7. A copy of your lease if, under the Loans and Bursaries Program, you are considered not to be living with your parents
 8. Any official document supporting your application, e.g. a medical report, a police report or a letter signed by an individual working in a relevant field (e.g. a psychologist or social worker)

II. You have reached either the maximum number of months of eligibility or the maximum debt limit set for your program of study.

Here are the documents you must submit with your application (check the appropriate boxes on page 6 to help you keep track):

1. A letter explaining:

- the reasons for which your studies are in jeopardy
- your academic history since you started your postsecondary studies

Describe your academic goal at the start of your postsecondary studies (or your secondary studies, if you are enrolled in a secondary-level vocational training program).

Explain the reasons why you must extend your studies. Are you transferring to another program? Are you resuming your studies? Did you experience academic difficulties (did you fail or drop courses) or problems of another nature?

- your efforts, in light of your situation, to contribute toward the cost of your education

Explain the steps you have taken to obtain funding from sources other than government assistance (work, scholarships, bank loans, financial support from your parents, etc.).

- the amount of assistance requested
- your level of indebtedness

Give the current amount of your student debt, if you know it.

If you have other debts besides your debt to the government for your student loans, list them.

State the amount you expect to owe at the end of your studies.

Explain how you intend to honour your obligation to repay your student loan debt at the end of your studies.

- if applicable, the reasons for any delay in filing an application with the Examination Committee for Exceptional Cases

2. A letter signed by the person in charge of the financial assistance office at your educational institution
3. A letter issued by the registrar's office stating the program title and date on which you are expected to obtain your diploma. This letter may be signed by the person in charge of the financial assistance office if he or she can provide the information. If you are studying toward a master's or doctoral degree, attach a letter signed by your thesis supervisor.
4. The form entitled *Exceptional Case Application—Student's Budget* (Copies of this form are available from the financial assistance office at your educational institution and on AFE's Web site.)
5. If applicable, the form entitled *Exceptional Case Application—Spouse's Budget* (Copies of this form are available from the financial assistance office at your educational institution and on AFE's Web site.)
6. A copy of all your **official** transcripts for your postsecondary studies (and secondary school studies, if you are currently enrolled in a secondary-level vocational training program)
7. A copy of your lease if, under the Loans and Bursaries Program, you are considered not to be living with your parents
8. Any official document supporting your application, e.g. a medical report, a police report or a letter signed by an individual working in a relevant field (e.g. a psychologist or social worker)

REQUIRED DOCUMENTS



1		A duly signed letter stating the grounds for your application.
1A		A duly signed letter outlining your academic history since you started your postsecondary studies.
2		A letter duly signed by the person in charge of the financial assistance office at your educational institution.
3		A letter issued by the registrar's office stating the program title and date on which you are expected to obtain your diploma. This letter may be signed by the person in charge of the financial assistance office if he or she can provide the information. If you are studying toward a master's or doctoral degree, attach a letter signed by your thesis supervisor.
4		A duly completed and signed copy of the form entitled <i>Exceptional Case Application—Student's Budget</i> .
5		If applicable, a duly completed and signed copy of the form entitled <i>Exceptional Case Application—Spouse's Budget</i> .
6		A copy of all your official transcripts for your postsecondary studies (and secondary school studies, if you are currently enrolled in a secondary-level vocational training program).
7		A copy of your lease if, under the Loans and Bursaries Program, you are considered not to be living with your parents.
8		Any official document supporting your application, e.g. a medical report, a police report or a letter signed by an individual working in a relevant field (e.g. a psychologist or social worker).

IMPORTANT:

PLEASE MAKE SURE THAT YOU HAVE PREVIOUSLY SUBMITTED YOUR APPLICATION FOR FINANCIAL ASSISTANCE TO AIDE FINANCIÈRE AUX ÉTUDES.