

Développement des ressources humaines Canada

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PART-TIME STUDENT LOAN AND / OR CANADA STUDY GRANT APPLICATION	Province to whic	h you are	Student number (if app	icable) So	cial Insuran	ce Numb	er	
CANADA STUDENT LOANS PROGRAM	applying							
A PERSONAL DATA								
Last name		First name						
	1 1 1 1		1 1 1 1 1	1 1	1 1 1	1 1	ı	1 [
Permanent mailing address (street, rural route, post office box)						Apt. n	0.	
				1 1				
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Area code and telephone no. Date of birth	Sex	Citizer	I I I I I I I I I I I I I I I I I I I		15 20 20		oidon.	L
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Marital status	<u>                                     </u>		endent children do you h	ave living	-		gratioi	11
Single Married Commo	on-La	with you full-timage group?	ne during your study perio	d in each	0 - 1 1 yea of age	is	<b>&gt;</b>	
Divorced Separated Widowe	ed	considered de	dren 19 years of age or pendent, they must be fo	ıll-time	12 - 18 yea	rs		
		or disabled. Po	dents or post-secondary ersons who have been o	ut of high	of age	•	<b>&gt;</b>	
What is the total weekly amount you expect to pay for child care (day-care) for your children, 11 years of age or younger, during \$		work force for	east 4 years or have bee at least 12 months in a	row on 2	19 years of			
class hours for your current / proposed study period?		or more occas dependent.	ions may not be consid		age or olde		<b>&gt;</b>	
NEXT OF KIN INFORMATION (Do not list your spouse or child	ren under 18 ye	ars of age)						
Last name		First name						
						4.4		
Permanent mailing address (street, rural route, post office box) (IF DII	FFERENT FROM A	ABOVE)				Apt. n	0.	
		<del>                                     </del>						
City, town		Province Po	ostal code	Area code a	ind telephor	ie no.		
				1 1	<u> </u>		1	
B. REASON FOR PART-TIME STUDY								
In order to assist the provincial authority in determining your eligibility that apply to you, why you are pursuing your studies on a part-time ba indicate them in the space provided.								
I am a single parent, responsible for the primary care of my deper	ndent children, wh	o are living with i	me full-time during my pe	riod of stud	ies			
I am responsible for the primary physical and financial care of eld with a permanent disability requiring supervised care	erly dependent(s)	requiring superv	vised care and / or depen	dent(s)				
I am a mature student restricted to conditional studies by my scho	ool (e.g.: maximui	m 2 courses)						
I am permanently disabled and due to my disability I am unable to (You must attach proof of your disability, e.g., medical certificate, le	o undertake at leas earning disability a	st 60% of a full-ti assessment)	me course load.					
I am studying part-time to improve my grades								
I am studying part-time due to excessive debt payments (charge a	accounts, car loan	payments, etc.)						
I am studying part-time as the financial cost of studying full-time is	s excessive							
I could not take full-time studies as the courses I wished to take w	vere not available							
I only require a few courses to complete my program of stu	dies							
Other (please explain)								

If yes, were you successful in passing all course(s) for which you received the Canada Study Grant?

☐ Yes ☐ No ▶

If "yes", please attach a transcript of your marks for the period you received the Canada Study Grant.

Have you previously received a Canada Yes No Study Grant for part-time studies?

C. INCOME AND ASSET INFORMATION									
If your marital status is married or common-law, your spouse's income and asset information <u>must also be</u> provided in the spaces below.									
List all gross income (actual / expected) for the 12 month period, ending with the last month of your current / proposed period of part-time studies. (For example, if your course of study ends December 31, you and your spouse (if applicable) must quote all income from last January up to the date of this application, and estimate your expected income up to the end of December.)									
This list should include all gross income (taxable and non-taxable) from employment, government benefits, child-support and alimony payments, monetary gifts and lottery winnings.									
APPLICANT'S I	NCOME								
Proof of current income must be supplied by the applicant, for example, letter from employer, photocopy of cheque stub or social assistance stub. This proof of income must be dated within the last 2 months. If you are currently not in receipt of any income, please provide a written statement explaining your current situation.  (For example, how you are paying for accommodation, food, etc.).								How many hours per week are you working on average?	
From Year / Month	To Year / Month		Gross \$ Amount						
							TOTAL GROSS INCOME (12 month period)	\$	
SPOUSE'S INC							10		
letter from employed. This proof of in spouse is curre	oyer, photocopy of scome must be ntly not in receip	of cheque stub or so dated within the I t of any income, pl	r spouse, for example, ocial assistance stub. ast 2 months. If your ease provide a written For example, how he /	Spouse's S	Social Insu	ırance Number	Spouse's status of employment Pull-time Part-time	How many hours per week is your spouse working on average?	
From Year / Month	To Year / Month	No. 1. a. C. E. a. I. I. O. O. a. a. I. A. a. a. a. (Malforna) and							
							TOTAL GROSS INCOME (12 month period)	\$	
ASSETS	of Bookstoned	Detine and Oracia			T-1-1				
Total Net value of Registered Retirement Savings Plan (RRSPs) for you and your spouse as of the start of your period of studies.  Total amount of all bank account balances / term deposits / GlCs / bonds / stocks / for you and your pour spouse as of the start of your period of studies.								\$	
D. APPLICA	ANT'S DECLA	RATION AND	SIGNATURE						
Have you ever negotiated a Canada Student Loan for full-time studies?  Have you ever negotiated a Canada Student Loan for part-time studies?  Have you ever negotiated a Canada Student Loan in full, what is the total principal and capitalized interest outstanding of your								<b>`</b> \$	
Are you currently Canada Student and / or full-time	Loan for part-tin	n€ Yes No	I request financial a part-time post-seco				•	\$	
I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and / or Canada Study Grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the Canada Student Financial Assistance Act. I authorize Revenue Canada to disclose any information pertaining to my income tax records. I certify that I am not currently in default of any Canada Student Loans. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a Canada Study Grant (CSG), it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future CSG funding and possible legal action by the Government of Canada. I understand that, in respect of a Canada Student Loan, if I knowingly make a false statement or misrepresentation in an application or other document or wilfully furnish any false or misleading information I am guilty of an offence under the Canada Student Loans Act, and or Canada Student Financial Assistance Act and will be liable for a fine on summary conviction.									
Signature of Applicant Date									
SPOUSE'S DEC			and the day of the same			arth arthur di			
I have given complete and true information on this form. I understand that personal information that is relevant to a reassessment or an appeal may be shown to the applican if the applicant appeals his or her assessment or if the appropriate authority makes a reassessment of financial assistance. I authorize Revenue Canada to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.									
	<u>x</u>	c	Signature of Spouse				Date		

E. PROGRAM INFORMATION									
What is the name of the post-secondary institution you plan to attend?  What ca attending (if applied)			_	or city of this institution	What is your program of study? (If applicable)				
I hereby request financial assistant Course	ce for the following course(s): e Description		Course Code (e.g.: in			Type of Instruction n-class / correspondence / tele-course)			
Example: Literature and Compos	ition	e.g	g.: ENGL 10	00	e.g.: Correspondence course				
F. TO BE COMPLETED B	BY THE EDUCATIONAL IN	JETITIO	NI.						
				ompulsory fees	What are the applic	eant's hook and	Lequipment costs for the		
commencement date Y M D Y			e period of studies?	What are the applicant's book and equipment costs for the period of studies?					
What is the applicant's Number		nany hours of class time will the applicant have each			\$   What is the level of the applicant's program?				
percentage of a full study course load?	week (do not	do not include any lab times)			☐ Diploma ☐ Bachelor's degree ☐ Doctoral deg				
%					Certificate	Master's			
What faculty / division is the program Administration / Business	m considered to be in?  Community Service	/		Health Sciences	Theology				
Agriculture / Related Sciences	Dentistry			Law	Trades				
Arts / Sciences	Engineering / Techr	nology	Medicine Other (specify)						
I certify that the above information	• •			e information provided	by the applicant in	section E.	l <del>-</del>		
Name of Authorized Officer of the E	11	Title				Telephone No.			
Signature of Authorized Officer						Date Y M D			
G. TO BE COMPLETED B	BY THE PROVINCIAL MIN	ISTRY							
Assessed and qualified for assista	ance Ye	es No				Both	Field of study code		
Total Income and Assets	\$		for <b>N</b> o	Total amount of previous HNPT CSG awarded to applicant for the current loan year (August 1 to July 31), if any Note: cannot exceed \$1,200 per loan year			\$		
Tuition Fees	\$		Did the applicant successfully complete previously SOG funded courses?				Yes No		
Books / Instruments	\$		(if	Requested amount of assistance by applicant (if indicated)  TOTAL ASSISTANCE AUTHORIZED			\$		
	\$			art-time CSL approved	TOMELD	\$			
	\$			ovincial part-time loan a	approved		\$		
	\$			NPT CSG approved OTE: Cannot exceed	l \$1,200 per loan ye	n year. \$			
TOTAL EXPENSES		Pr	ovincial grant approved			\$			
Comments			·						

# CANADA Student Loans

# PROGRAM

# Part-Time Student Loan and / or Canada Study Grant Application

# **Provincial Student Aid Offices**

NEWFOUNDLAND

Student Aid Office Department of Youth Services & Post-Secondary Education P.O. Box 8700 St. John's, Newfoundland

A1B 4J6

Tel.: (709) 729-4244 Fax: (709) 729-2298

**NEW BRUNSWICK** 

Student Financial Sevices Advanced Education Box 6000, 548 York Street Fredericton NB E3B 5H1

Tel.: (506) 453-2577 Fax: (506) 444-4333

1-800-667-5626

†QUÉBEC

Direction générale d'aide financière aux étudiants Ministère de l'éducation 1035, rue de la Chevrotière, 21ième étage, Édifice G Québec QC G1R 5A5

Tel.: (418) 646-5425 Fax: (418) 644-1715

(418) 646-4505

\*ALBERTA

Alberta Students Finance Board 6th Floor, Sterling Place 9940 106 Street Edmonton AB T5K 2V1

Tel.: (403) 427-2740 Fax: (403) 422-4516

Students Finance Board Department of Advanced Education Room 401, 855 8th Ave., S.W. Calgary AB T2P 3P1

Tel.: (403) 297-6345 Fax: (403) 297-6235 PRINCE EDWARD ISLAND

Student Financial Services P.O.Box 2000 Charlottetown, P.E.I. C1A 7N8

Tel.: (902) 368-4640 Fax: (902) 368-6144

**MANITOBA** 

Manitoba Student aid 401-1181 Portage Avenue Winnipeg, MB R3G OT3

Tel.: (204) 945-6321 Fax: (204) 948-3421

**ONTARIO** 

Student Support Branch-Ministry of Training, Colleges and Universities P.O. Box 4500 189 Red River Road, 4th Floor P.O.Box 4500 Thunder Bay Ontario P7R 6G9

Tel.: (807) 343-7260

1-800-465-3958 (Ontario only -TDD)

\*BRITISH COLUMBIA

Student Services Branch Ministry of Advanced Education P.O. Box 9173 Stn. Prov. Govt. 2nd Floor, 1106 Cook Street Victoria BC V8V 9H7

Tel.: (604) 387-6100 Fax: (604) 356-9455

YUKON TERRITORY

Students Financial Assistance Department of Education Government of Yukon Box 2703 Whitehorse, YT

**NOVA SCOTIA** 

Student Assistance Office Department of Education Box 2290. Halifax Central Halifax NS B3J 3C8

Tel.: (902) 424-8420 Fax: (902) 424-0540

**SASKATCHEWAN** 

Student Financial Assistance Branch Saskatchewan Learning Room B21, 3085 Albert Street Regina SK S4P 3V7

Tel.: (306) 787-5620 Fax: (306) 787-7537

**†NORTHWEST TERRITORIES** 

Department of Education, Culture and Employment Box 1320, Yellowknife NT X1A 2L9

Tel.: (403) 867-7190 Fax: (403) 867-0336 1-800-661-0793 1-800-661-0893

Tel: (403) 667-5929 Fax: (403) 667-8555

### Note:

- The Province of Québec and the Northwest Territories have chosen not to issue loans or grants under the Canada Student Loans Program. If you are a resident of either, you should contact the appropriate office listed above for information on student assistance.
- The Provinces of Alberta and British Columbia utilize an application form for part-time assistance which is different from the application form attached. If you are a resident in Canada in one of these provinces and wish to apply for assistance for part-time studies, you should contact the provincial authority in your province to obtain the proper application form. Aussi disponible sur demande en français

# APPLICANT TO — DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS Application for Assistance for Part-Time Studies

The Canada Student Loans Act and Regulations and / or the Canada Student Financial Assistance Act and Regulations set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute.

With respect to the assistance available to part-time students through the Canada Student Loans Program (CSLP), the following definitions apply:

Student Loan

a debt obligation incurred by a qualifying student on entering into a loan agreement and which is owed to a lending institution or Her Majesty in right of Canada.

Canada Study Grant (CSG)

- financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set-out by the CSLP.

This application form will be used to assess your eligibility for part-time **Canada Student <u>Loan</u>** assistance as well as **Canada Study <u>Grant</u>** assistance for part-time studies.

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

## INSTRUCTIONS TO THE APPLICANT

- To apply for Part-time assistance, <u>fully complete</u> sections A, B, C, D and E of the attached application form.
- Have the Educational Institution at which you are going to be pursuing your part-time studies complete Section F.
- Submit the completed application form, along with proof of your current income (and spouse's, if applicable) to the appropriate authority
  in the province in which you are residing when you are in part-time studies. (See list of Appropriate Authorities on reverse of the
  application).
- In some provinces you must submit your application directly to your educational institution. Contact your educational institution to be sure of where to submit this completed form.

Note: If you are a previous recipient of a High-Need Part-Time Canada Study Grant, you must also provide documentation indicating successful completion of all previously CSG funded course(s).

### Special Note to Applicants with Permanent Disabilities

The Canada Student Loans Program provides for the availability of relaxed Full-Time Canada Student Loan Eligibility (e.g., reduced course loads) and additional CSG assistance for student's with permanent disabilities who demonstrate that they have a permanent disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your educational institution prior to completing this application form, to obtain further information on the various *Permanent Disability Provisions* available through the Canada Student Loans Program.

# INSTRUCTIONS TO THE EDUCATIONAL INSTITUTION

Complete Section "F" on the attached application and verify that all information provided in Section E is complete and correct.

# **Terms and Conditions**

#### 1. Eligibility for Program Assistance

The Canada Student Loans Program provides assistance for individuals who undertake their program of study on a part-time basis. In order to be eligible you must:

- be a Canadian citizen or permanent resident;
- be attending a designated institution and taking 20 59% of a full-course load in a course which has content equivalent to that eligible for a Full-Time Canada Student Loan;
- be resident in Canada in a province or territory which issues loans under the Canada Student Loans Program;
- for part-time CSL eligibility, not have outstanding more than \$4,000 in part-time CSL's at any one time;
- not have defaulted on previous Canada Student Loans for Full-time and / or Part-time studies;
- have a total gross family income not exceeding the income thresholds for part-time CSL's and / or High-Need Part-Time Canada Study Grants, as outlined in the CSLP's *Part-time Students: Loans and Grants* brochure;
- for the purposes of CSG eligibility, demonstrate to the satisfaction of the appropriate provincial authority that you are unable to qualify for enrolment in at least 60% of a course load recognized by the designated educational institution as a full course load for a full-time student.

Note: If you are in default on previous Full-Time and / or Part-Time Canada Student Loans, you will not be eligible for any Canada Student Loan Program Assistance until you have received clearance from the Canada Student Loans Program, Box 2090, Station D, Ottawa ON K1P 6C6, (819) 994-1844. If you are in default of previous loans negotiatied on or after August 1, 1995, you will also be inegible for further CSLP assistance until such time that you have resolved your restricted status with your lender.

CONTINUED ON REVERSE

# 2. Eligible Costs - Applications will be assessed based on the following costs (if applicable)

- compulsory school fees, including tuition;
- books and instruments;
- transportation to and from classes;
- child care costs incurred to attend classes;
- an incidental allowance of \$10 per week per course.

Applicants taking studies through correspondence or distance learning may not be assessed child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

## 3. Resources

an applicant, (and spouse, if applicable) is required to report all family income from wages, government sources, liquid assets, income from investments, gifts, lottery winnings and other sources of income. The combined gross family income (income before deductions) will establish eligibility under the Canada Students Loans Program.

### 4. Assistance Provided

Eligible applicants under the CSLP will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

## 5. Repayment

- the first interest payment on a Canada Student Loan for part-time studies is due 30 days after the loan is advanced by the lender. Payments on principal shall be deferred and interest only payments can be made while a student is in confirmed part-time studies, and up to 6 months following completion of studies. The borrower has the option to apply principal payments during the deferment period,
- principal and interest payments are required beginning the first day of the seventh month after completion of studies.

#### 6. Verification

- applicant (and spouse) must sign a waiver releasing income tax data for verification;
- applicant (and spouse) will sign a certification on the application form that the information given is true and he / she is aware of the terms and conditions and will abide by them.

Every person, who, in respect of a Canada Student Loan, knowingly makes any false statement or misrepresentation in an application or other document or wilfully furnishes any false or misleading information is guilty of an offence under the Canada Student Loans Act, and or Canada Student Financial Assistance Act and is liable for a fine on summary conviction.

Details of your educational program and costs must be completed and signed by an official of your educational institution.

If you have previously negotiated Part-Time Student Loans, you must fully answer any questions concerning them.

Note: You must negotiate all Student Loans, Full-Time and Part-Time, at the same participating lending institution. Participating lenders are those institutions who have entered into a contract with the Federal Government.

# Canada Study Grants (CSG) for High-Need Part-Time Students

Canada Study Grants are intended to assist high-need students in part-time studies who are unable to meet the eligibility requirements of the full-time loan program. Grants may be available for up to \$1,200 per loan year from the federal government, and additional assistance may be available in some provinces, to cover the allowable education costs of eligible part-time students. SOG funding is limited and although every effort will be made to assist as many students as possible, not all applicants may receive funding.

You will be notified by the appropriate authority whether a Canada Study Grant and / or a Part-time Canada Student Loan will be issued to you.

Part-time CSG recipients are required to successfully complete all CSG funded course(s) in order to be eligible for subsequent grants for future studies.

If you received a CSG for part-time studies in a previous / current academic year, your application must include documentation (e.g., a transcript of marks or a letter of verification from a school official) indicating successful completion of the previous course(s).