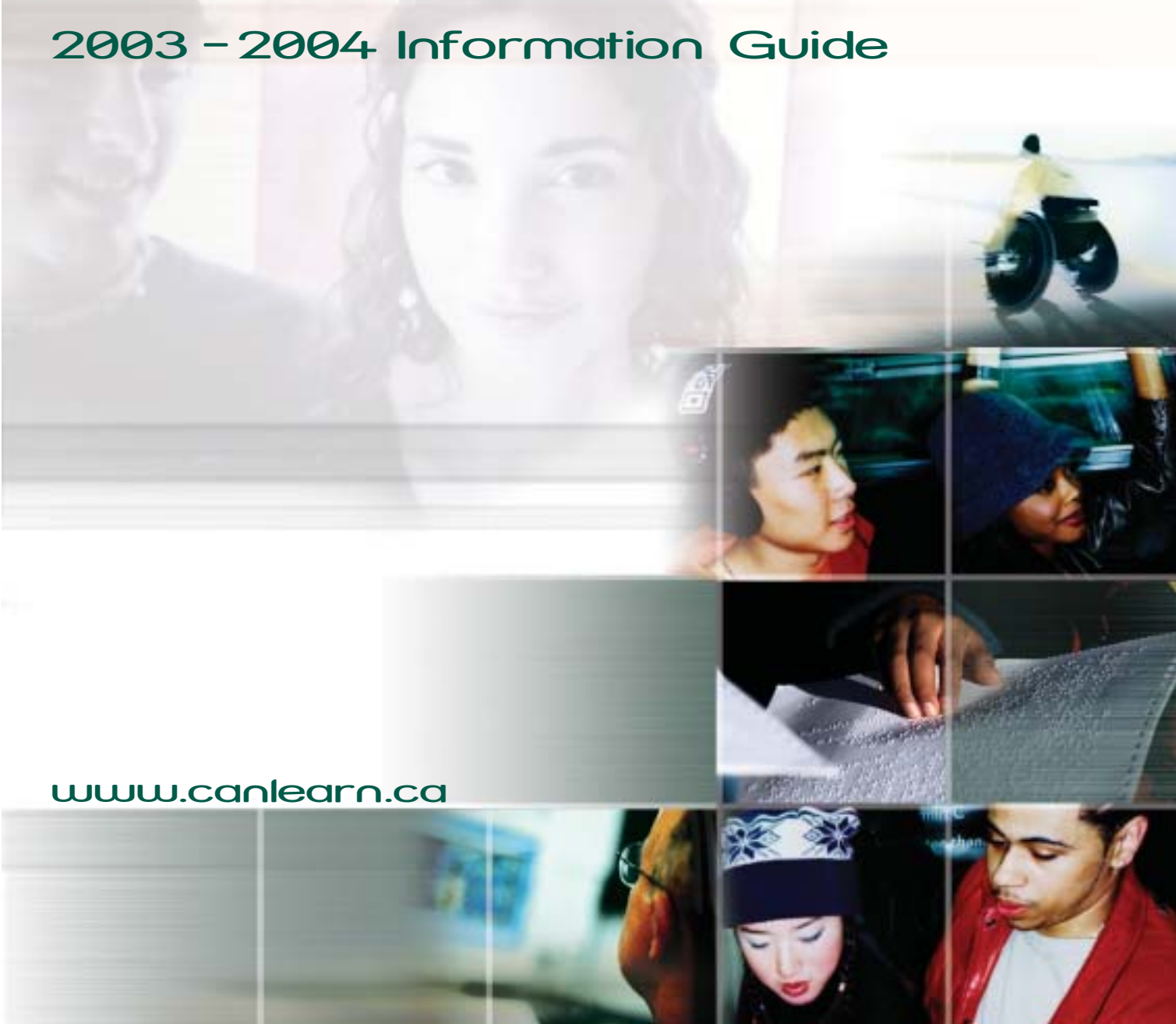




*Innovation & Learning
for Canadians*

Canada Student Loans Program

2003 - 2004 Information Guide



www.canlearn.ca



Government
of Canada

Gouvernement
du Canada

Canada

HRIC-076-03-03

INTRODUCTION

In today's job market, education brings personal success. It holds the key to a better job and a higher income while helping us to gain a better understanding of the world around us, play a more confident role as Canadians, and lead more satisfying lives.

The fuel of the new economy is knowledge. As part of its strategy for innovation and learning, the Government of Canada recognizes that lifelong learning and opportunities for skills upgrading are critical to our country's economic prosperity and to individual success. Post-secondary education is already required for most of the new jobs in today's economy and will be a requirement for almost all new jobs in the 21st century.

The government invests in access to universities and in excellence in university research because Canadians need and deserve the best education possible, and Canada needs universities that produce the best knowledge and the best graduates. In fact, of all the countries in the world, Canada has the highest proportion of people with post-secondary education in our working-age population.

The Government of Canada helps students access to post-secondary education through the Canada Student Loans Program, Canada Study Grants, the Canada Education Savings Grant Program and the Canada Millennium Scholarship Foundation.

Planning and funding your post-secondary education requires careful consideration of the options available to you; this guide will help you explore those options. For more information, visit CanLearn Interactive at www.canlearn.ca, Canada's one-stop, on-line resource designed to help Canadians make informed choices.

For additional copies of this publication, please write or fax indicating the catalogue number: HRIC-076-03-03.

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GETTING STARTED

Whether you are attending post-secondary education for the first time or returning to the classroom to 'learn while you earn,' going to school is an important investment of your time and money. Choosing the right program and the right school to help you reach your educational goals requires making informed decisions.

Visit CanLearn Interactive at www.canlearn.ca, the on-line interactive planning tool to help you explore learning and educational opportunities, develop training and career strategies, and create financial plans to achieve your goals.

CanLearn Interactive has all the information you need to know about planning and paying for post-secondary education, whether you are a student, guidance counsellor, teacher or advisor.

A few things to consider when selecting your program or post-secondary institution:

- How long the institution has been in operation
- Qualifications of the teaching personnel
- Graduation rates of the program or school
- Courses offered
- Job placement rate
- Refund policy of the school
- Financial assistance and scholarship programs
- Whether the school is a designated institution with the student loans program



Once you decide on the educational institution and program that will best help you achieve your goals, your next step should be to start planning how to finance your studies.

Remember, take your time and review all your options.

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SECTION 1: APPLYING FOR YOUR CANADA STUDENT LOAN

What is the Canada Student Loans Program?

The Canada Student Loans Program (CSLP) makes post-secondary education affordable for many Canadians by providing loans and grants to eligible full- and part-time students with demonstrated financial need. The purpose of a Canada Student Loan is to supplement, not to replace, the financial resources that you (and your family, where applicable) are expected to contribute.

The Government of Canada and the provinces and territories that participate in the Canada Student Loans Program work closely in the development and joint delivery of student financial assistance programs. When you apply for student assistance, you will use only one form to apply for both your federal and provincial loans. It is important to recognize, however, that while you are completing only one application, you are applying for two separate student loans with the exception of residents in Ontario and Saskatchewan.

The integrated student loan programs that Ontario and Saskatchewan participate in with the Government of Canada are examples of how governments work together to support Canadians in developing their skills. If you are a resident of either Ontario or Saskatchewan, you will receive one integrated student loan that combines both federal and provincial funding.

If you think a Canada Student Loan is a necessary option for you, this guide will provide you with details about the Canada Student Loans Program, direction on how to apply for a loan, as well as the steps you must follow to maintain and repay your loan.

It is essential for you to select the financial means best suited to achieving your educational goals. Student loans are just one option to consider when deciding how to finance your education. For more information about scholarships and bursaries, check out CanLearn Interactive's Scholarship Search, at www.canlearn.ca.

Remember, the Canada Student Loan is just that, a loan. Once you complete your studies, you will be asked to begin repaying your loan.



What is the National Student Loans Service Centre?

The Government of Canada began directly financing Canada Student Loans in August 2000. This means that you no longer need to go to a financial institution to negotiate a Canada Student Loan.

The National Student Loans Service Centre (NSLSC) manages all Canada Student Loans issued *on or after* August 1, 2000. Your loan is funded by the Government of Canada and administered through the NSLSC. When it comes time to repay your loan, you will make your payments to the NSLSC.

Your provincial or territorial student financial assistance office reviews your loan application, confirms your eligibility, assesses your financial need, and determines the amount of federal and provincial loans and grants you will receive. The NSLSC looks after everything you might need from the Canada Student Loans Program once your loan application has been processed and you have been awarded a loan.

NSLSC operations are divided into two divisions: a Public Institutions Division to assist students attending public universities and community colleges and a Private Institutions Division to assist students attending trade schools, private vocational schools, or career colleges.

If you have a loan issued *before* August 1, 2000, you will continue to deal with the financial institution holding your loan.

If you have a loan issued *on or after* August 1, 2000, you will deal with the NSLSC.

If you have a loan issued *before* August 1, 2000, and a loan issued *on or after* August 1, 2000, you will deal with both your financial institution and the NSLSC.

To learn more about the National Student Loans Service Centre, visit it on-line at www.canlearn.ca.

Changes to the Program

The 2003 Federal Budget demonstrated the Government's commitment to ensure support to post-secondary students and to evolve to meet their needs.

Measures were announced to strengthen the Canada Student Loans Program and enable more Canadians to receive the support they need to access post-secondary education while helping them acquire the knowledge they need to succeed in an increasingly well-educated, adaptable and skilled workforce.

- The Canada Student Loans Program is being amended to make protected persons in Canada, like convention refugees, eligible for student aid.
- More money will be put into the hands of students through increased exemptions for income earned while in school and from merit-based scholarships. Before this amendment, students had a single exemption of \$600 for both in-study income and scholarships. The annual exemption has been increased to \$50 per week (\$1,700 for a typical eight month study period) for income earned while in school and a separate exemption of \$1,800 has been established for merit-based scholarships.
- To help students better manage their loan debts, Debt Reduction in Repayment, which is intended to assist borrowers experiencing long-term difficulty in repaying their loans, is being enhanced. Borrowers who are in default on their Canada Student Loans or who have declared bankruptcy will now have access to Interest Relief.



Determining Your Eligibility

The Canada Student Loans Program offers assistance to both full- and part-time students in provinces and territories across Canada with the exception of the province of Québec, the Northwest Territories, and Nunavut, who operate their own student financial assistance programs. If you are a resident of Québec, Northwest Territories, or Nunavut, please contact the student financial assistance office in your province or territory for further information on how to obtain a student loan.

General Criteria:

To be eligible for a Canada Student Loan, you must:

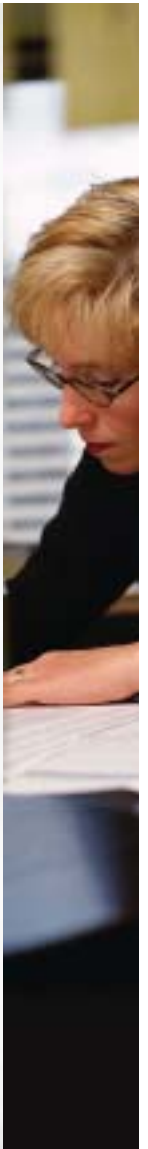
- be a Canadian citizen or a permanent resident of Canada;
- be a resident of a province or a territory that issues Canada Student Loans;
- demonstrate financial need;
- maintain a satisfactory scholastic standard; and
- pass a credit check if you are 22 years of age or older and applying for a Canada Student Loan for the first time.

For **Full-time studies**, you must meet the general criteria and:

- be enrolled in at least 60% of a full course load (students with permanent disabilities must enrol in at least 40% of a full course load); and
- be enrolled in a degree, diploma or certificate program at a designated educational institution.

For **Part-time studies**, you must meet the general criteria and:

- be enrolled in between 20 and 59% of a full course load (students with permanent disabilities must enrol in between 20 and 39% of a full course load); and
- be enrolled in a degree, diploma or certificate program of at least 12 weeks in length (within a period of 15 consecutive weeks) at a designated educational institution.



Applying For Your Canada Student Loan

Studying Abroad

You can obtain a Canada Student Loan to study full-time at a post-secondary institution outside of Canada.

If you are planning to study abroad and want to apply for a Canada Student Loan, contact your provincial or territorial student financial assistance office to determine if the school you are interested in attending is recognized as a designated post-secondary educational institution. If it is recognized, you can obtain application forms through your student financial assistance office.

A designated post-secondary educational institution is one that meets provincial and federal eligibility criteria for Canada Student Loans. If you are unsure if the institution you wish to attend is a designated institution, visit www.canlearn.ca for details.

How to Apply for a Canada Student Loan

You can pick up a loan application from your educational institution or your provincial or territorial student assistance office - some provinces and territories also offer on-line applications. Full- and part-time loans require different applications.

After you have completed and signed all the necessary documents, forward your loan application to your educational institution or your provincial or territorial student financial assistance office for assessment. To avoid any delays in your application assessment or disbursement of funds, make sure all required documentation is included with your application. If you have any questions about the loan application, contact your student financial assistance office.

Your application for a full-time Canada Student Loan will automatically be assessed for a Canada Student Loan, a provincial student loan (with the exception of the province of Québec, the Northwest Territories and Nunavut who operate their own student financial assistance programs), a Canada Study Grant for Students with Dependants, a Canada Millennium Bursary, and possibly for other provincial grants and bursaries. If you include proof of a permanent disability with your application, you will also be assessed for a Canada Study Grant for High-need Students with Permanent Disabilities.

To get an idea of how much you may be eligible to receive in Canada Student Loan funds, check out the Student Loan Estimator at www.canlearn.ca.



A separate application form may be required for other types of financial assistance, including other Canada Study Grants, and some provincial grants and bursaries. Contact your provincial or territorial student financial assistance office for more details.

Once your loan application has been assessed, you will be contacted in writing to be advised if you are eligible to receive a Canada Student Loan and, if eligible, the amount you may borrow.

If you qualify for a Canada Student Loan, you will receive your loan documents in the mail. Before signing your loan documents, make sure you have a good, clear understanding of your obligations, as described on both the front and back of the loan documents. If you are unsure about anything in the loan document, don't hesitate to ask for further clarification and assistance from your student financial assistance office.

The Canada Student Loans Program provides 60% of your assessed need for full-time studies. In addition, you may also be eligible for a full-time student loan from the province or territory in which you live.

Important Deadlines

Since final deadlines can vary from province to province and territory, check with your provincial or territorial student financial assistance office for deadline information. Missing a deadline could prevent you from receiving some or all of your student loan.

Provincial Funding

The Canada Student Loans Program provides 60% of a full-time student's assessed need, up to a maximum of \$165 per week of study. In addition to a federal student loan, you may also be eligible for a full-time student loan from the province or territory where you live. Eligibility for both federal and provincial loans is assessed using a single application form, but each program may have somewhat different requirements. For details on student financial assistance programs available in your province or territory of residence, contact your student financial assistance office or visit the Web site as listed in the back of this guide.

Ontario and Saskatchewan Integrated Student Loans

If you are an Ontario or Saskatchewan resident, here is some important information you will need when applying for your student loan.

As a resident of Ontario or Saskatchewan, you will receive only one loan when you apply for federal and provincial student loan funding. The Government of Canada and the Governments of Ontario and Saskatchewan have partnered their respective loan programs to create the Canada–Ontario Integrated Student Loan and the Canada–Saskatchewan Integrated Student Loan.

What This Means to You:

You will receive one student loan, the Canada–Ontario Integrated Student Loan or the Canada–Saskatchewan Integrated Student Loan. When it comes time to repay your loan, you will have a simplified repayment process as a result of this partnership.

In **Ontario**, the Ontario Student Assistance Program (OSAP) administers student financial assistance programs on behalf of the Government of Canada and the Province of Ontario. OSAP administers your loan by processing your application to determine your eligibility and financial need. OSAP will let you know how much you will receive in assistance.

To apply for a loan, you must fill out a 2003–2004 OSAP Application for Full-time Students. Visit the OSAP Web site at <http://osap.gov.on.ca> for more details on how to apply for a Canada–Ontario Integrated Student Loan.

In **Saskatchewan**, the Student Financial Assistance Branch in Saskatchewan Learning administers student financial assistance programs on behalf of the Government of Canada and the Province of Saskatchewan. For more information on the Canada–Saskatchewan Integrated Student Loan, contact the Student Financial Assistance Branch. Outside Regina, call toll-free: 1-800-597-8278. In the Regina area, call: 787-5620.



SECTION 2: MAINTAINING YOUR CANADA STUDENT LOAN WHILE IN SCHOOL

QUICK CHECK:

You are a full-time student if you meet the general criteria (see page 7) and you are:

- enrolled in at least 60% of a full course load (students with permanent disabilities must enrol in at least 40% of a full course load); and
- enrolled in a degree, diploma, or certificate program of at least 12 weeks in length (within a period of 15 consecutive weeks) at a designated educational institution.



Interest-free Full-time Student Loans

While you are in school full-time, the Government of Canada will pay the interest on your Canada Student Loan.

It is very important to remain in close contact with your financial institution and/or the NSLSC to maintain and confirm your student status. Your Canada Student Loan will remain interest-free as long as you confirm your full-time student status for each period of study. You have *six months* from the end of your previous period of study end date to confirm your enrolment. For example, if you finish your school year at the end of April, you must provide a Confirmation of Enrolment to your financial institution and/or the NSLSC by the end of October.

If you have received a Canada Student Loan in the past and are registered as a full-time student but are *not* applying for an additional loan, you will still be required to submit a Confirmation of Enrolment (Schedule 2) to your financial institution and/or the NSLSC holding your Canada Student Loan. If you fail to confirm your student status, you will be asked to start repaying your loan, even if you are still in school. For more information about confirming your enrolment, visit the NSLSC Web site at www.canlearn.ca.

Don't forget, it is very important to confirm your student status with your financial institution and/or the NSLSC to make sure your full-time Canada Student Loan remains interest-free while you are at school.

www.canlearn.ca

Maintaining Your Canada Student Loan

If you received a Canada Student Loan *before* August 1, 2000, and are receiving a new loan, take copy 22A of your Schedule 1 (Certificate of Eligibility) to the financial institution holding your previous loan. If you fail to do this, your financial institution will ask you to start repaying your previous loan, even if you are still in school.

You do not have to make payments on your Canada Student Loans while you are in full-time studies. Any payments you choose to make on your loan at this time will be applied directly to the principal.



QUICK CHECK:

You are a part-time student if you meet the general criteria (see page 7) and you are:

- enrolled in between 20 and 59% of a full course load (students with permanent disabilities may enrol in between 20 and 39% of a full course load); and
- enrolled in a degree, diploma, or certificate program at a designated educational institution.

Part-time Student Loans

As a part-time student, you may be eligible to borrow up to \$4,000 in part-time Canada Student Loans. It is important to note, however, that the maximum amount you can have outstanding at any time is \$4,000. Unlike full-time loans, part-time loans are not subsidized, and you do have to make interest payments while you are in school. If your income is below a certain level while in school, you may qualify for Interest Relief. To learn more about Interest Relief, see page 17, "Repaying your Canada Student Loan."

For more information on part-time Canada Student Loans, contact the NSLSC toll-free at 1-888-815-4514 (for public institutions within North America) or 1-866-587-7452 (for private institutions within North America). You can obtain further contact information at the back of this guide, or you can visit the NSLSC on-line at www.canlearn.ca.



Duration of Assistance

Full-time Loans

If you are a full-time student receiving a Canada Student Loan for the first time *on or after* August 1, 1995, you are eligible to receive student financial assistance up to a maximum lifetime limit of 340 weeks of post-secondary study. The lifetime limit may be extended up to an additional 60 weeks (to a maximum of 400 weeks) for full-time students enrolled in doctoral studies.

If you are a full-time student who received a Canada Student Loan *before* August 1, 1995, or are a full-time student with a permanent disability, you are entitled to receive student financial assistance up to a maximum lifetime limit of 520 weeks of post-secondary study.

Part-time Loans

For part-time studies, you have no maximum duration of assistance; however, as a part-time student, the maximum amount you can have outstanding at any time cannot exceed \$4,000.

Stay in contact!

It is important to remain in contact with your financial institution and/or the NSLSC while you are in school to provide them with any changes to your personal information, including any address changes while you are at school and after graduation.

SECTION 3: REPAYING YOUR CANADA STUDENT LOAN

To get an idea of how much your Canada Student Loan monthly payment will be, check out the Loan Repayment Calculator at www.canlearn.ca. Enter the amount of your Canada Student Loan, your rate of interest, and your repayment term to get an idea of the monthly payments you will need to make to repay your loan.

It is important to remember that the repayment of your Canada Student Loan is your responsibility.

Once you have completed your studies, you will enter the loan repayment stage. If you have a Canada Student Loan and a provincial loan (with the exception of the Canada-Ontario and Canada-Saskatchewan Integrated Loans) you will be required to pay them back separately as they are two different types of loans.

As a borrower, you have certain responsibilities, and it is important that you understand the terms and conditions of your loan and that you fulfill your obligations. Make sure to keep your loan in good standing so that your future credit rating is not affected. A poor credit rating can affect your eligibility to acquire future loans not only with the Canada Student Loans Program, but also with banks, car dealerships, mortgage companies and more.

- Canada Student Loans received before August 1, 2000, are repaid to the financial institution holding the loans.
- Canada Student Loans received on or after August 1, 2000, are repaid to the Government of Canada through the NSLSC.



Income Tax Relief

The Government of Canada offers various forms of tax relief to students:

- a tax credit on the interest portion of the amount paid on student loans each year;
- part-time students may claim an education deduction of \$120 for each month they are enrolled in a course lasting at least three weeks and involving a minimum of 12 hours of course work each month;
- full-time students may claim an education deduction of \$400 per month of study;
- part-time students may claim a child-care expense deduction for periods during which they are enrolled in part-time studies;
- tax-free RRSP withdrawals for the purposes of lifelong learning; and
- enhanced support for students, with an increase to \$3,000 from \$500, in the amount of tax-free income from bursaries, fellowships and scholarships.



Repaying Your Full-time Student Loan

You must begin to repay your loan six months after you have completed your studies or have stopped being a full-time post-secondary student. The interest on your Canada Student Loan accrues from the time you stop being a full-time student. The actual rates and conditions for repayment are set at the time you sign your consolidation agreement. Within six months of completing your studies, you must contact your financial institution and/or the NSLSC to consolidate all your loans and set up a repayment schedule.

Repaying Your Canada Student Loan

What is Consolidation?

Consolidation is the process through which you arrange the repayment of your Canada Student Loan. Six months after you leave your studies, you are required to begin repaying your loan principal and interest. At that time, your financial institution and/or the NSLSC will ask you to sign a consolidation agreement. The consolidation agreement will state the interest rate, the full amount of your loan, when your first payment is due, the number and frequency of payments, and the amount of each payment.

If you received a Canada Student Loan *on or after* August 1, 2000, you must contact the NSLSC to sign a loan consolidation agreement within six months of completing your full-time studies. If you received a Canada Student Loan *before* August 1, 2000, you must sign a consolidation agreement with the financial institution holding that loan within six months of completing your full-time studies.

For more information about repaying your full-time Canada Student Loan, contact your financial institution concerning any loans received *before* August 1, 2000, or the NSLSC concerning any full-time Canada Student Loans received *on or after* August 1, 2000.

Repaying Your Part-time Loan

You must continue to make interest payments on your Canada Student Loan once you have completed your studies or have stopped being a part-time post-secondary student, but you are not required to make any payments on the principal until six months after your completion date.

For more information about repaying your part-time Canada Student Loan, contact your financial institution concerning loans issued *before* August 1, 2000, or contact the NSLSC concerning loans issued *on or after* August 1, 2000.

If your financial situation is such that you are unable to make interest payments during your studies, you may be eligible for Interest Relief.



Managing Your Loan Debt

The Government of Canada understands that repaying your loan can sometimes be difficult. Measures have been designed to make paying back your Canada Student Loan more manageable.

Interest Relief for Full- and Part-time Students

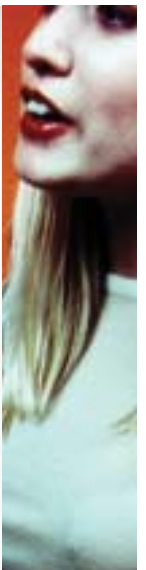
If your family income is below a certain level, you may be eligible for Interest Relief. While receiving Interest Relief, the Government of Canada will pay the interest on your Canada Student Loan and you do not need to make any payments on the loan.

Interest Relief is normally approved for six-month periods, up to a maximum of 30 months.

In order to apply for Interest Relief, you must:

- be living in Canada or be participating in a government or privately sponsored international internship program;
- have signed a Consolidated Student Loan Agreement (full-time loans);
- have a Loan Agreement (part-time loans);
- have not already received Interest Relief for the maximum period allowed (30 months); and
- have maintained your loan in good standing at your financial institution and/or the NSLSC.

Application forms for Interest Relief are available through your financial institution and the NSLSC.



Extended Interest Relief

If you have exhausted the 30 months limit of Interest Relief and are still experiencing financial difficulty in repaying your loans, you may be eligible for Extended Interest Relief for up to an additional 24 months, provided that the application date is within five years of your leaving school.

Revision of Terms

If you are unable to make payments, you may ask your financial institution or the NSLSC to revise the repayment terms of your loan. A revision of terms can extend your repayment period up to 15 years thereby lowering your monthly payments.

Repaying Your Canada Student Loan

Debt Reduction in Repayment

If you have exhausted all other options and you have been out of school for five years and are still unable to make your payments, you may apply to have your loan principal reduced if your loan payments exceed a given percentage of your income.

Permanent Disability Benefit

If you have a permanent disability and are experiencing exceptional financial hardship in repaying your Canada Student Loan because of that disability, you may be eligible for the Permanent Disability Benefit.

Defaults

Failure to repay your loan as established in your consolidation agreement will result in you defaulting on your student loan. It is your responsibility to ensure your loan is in good standing to avoid defaulting. If you default on your loan, action will be taken to recover the debt, which may include reporting you to a credit agency, recovering monies through your income tax return, or taking legal action. It is important to note that while you are in default, the interest on your Canada Student Loan will continue to accrue.

Bankruptcy

Under legislation introduced in 1998, filing for bankruptcy does not affect your responsibility to repay your Canada Student Loan or provincial loan for a period of 10 years following the Absolute Order of Discharge granted to any other debts.

For more information on these repayment programs, you can visit the CanLearn Interactive Web site at www.canlearn.ca. Or, contact the financial institution holding any loans negotiated *before* August 1, 2000 or the NSLSC for loans negotiated *on or after* August 1, 2000.



SECTION 4: OTHER FORMS OF STUDENT FINANCIAL ASSISTANCE

CANADA STUDY GRANTS

Canada Study Grants financially assist post-secondary students with permanent disabilities, high-need part-time students, women in certain doctoral studies, and students with dependants. Unlike Canada Student Loans, Canada Study Grants do not have to be repaid; however, Canada Study Grant assistance is taxable and you will receive a T4A to include with the next year's income tax return.

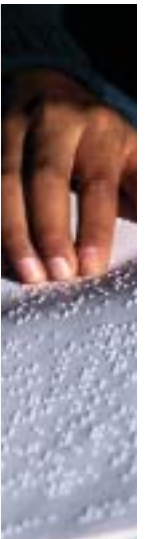
To apply for a Grant, you must first apply and qualify for a Canada Student Loan, as this will help determine your financial need. Depending on the Grant, you may be requested to submit additional supporting documentation. If you would like further information on Canada Study Grants, visit www.canlearn.ca or check with your provincial or territorial student financial assistance office for an application.

Students with Permanent Disabilities

If you have a permanent physical or learning disability, you may be eligible for a Canada Study Grant for as much as \$8,000 a year to help cover exceptional education-related costs associated with your disability, such as a tutor, interpreter (oral, sign), notetakers, readers or brailers, attendant care for studies, specialized transportation (to and from school only), or learning disability assessments.

To be eligible for a Canada Study Grant for Students with Permanent Disabilities, you must:

- have a permanent disability that limits your ability to participate fully in post-secondary studies or in the labour force;
- have a need for exceptional education-related services or equipment required to participate in post-secondary studies; and
- be applying as a full-time student and enrolled in at least 40% of a full course load; or as a part-time student and enrolled in at least 20% of a full course load.



Other Forms Of Student Financial Assistance

High-need Students with Permanent Disabilities

If you have a permanent disability and demonstrate financial need in excess of established amounts in combined federal and provincial financial assistance, you may be eligible for a Canada Study Grant for High-need Students with Permanent Disabilities. This Grant is intended to assist in covering the costs of accommodation, tuition, books and other education-related expenses up to \$2,000 per year.

Eligibility will be determined during the assessment of your Canada Student Loan application.



To be eligible for the Canada Study Grant for High-need Students with Permanent Disabilities you must:

- have a permanent disability that limits your ability to participate fully in post-secondary studies or in the labour force;
- be eligible for a Canada Student Loan; and if studying full-time, have an assessed need in excess of \$275 per week of study; or if studying part-time, have an assessed need in excess of the maximum amount of financial assistance available for part-time studies.

High-need Part-time Students

Part-time students with demonstrated financial need may qualify for a Canada Study Grant for as much as \$1,200 per year.

Eligibility will be determined during the assessment of your Canada Student Loan application.



To be eligible for the Canada Study Grant for High-need Part-time Students, you must:

- meet the requirements for a part-time Canada Student Loan;
- explain why you can only study on a part-time basis (e.g. have family or other responsibilities that do not permit full-time study); and
- have a maximum annual gross family income below the established threshold.



Students with Dependants

If you have dependent children or other dependants and can demonstrate financial need in excess of established amounts in combined federal and provincial loans, you may be eligible for a Canada Study Grant for Students with Dependants.

An eligible dependant, by definition, is someone for whom you receive the Canada Child Tax Benefit or for whom you claim a deduction on your Federal Tax Return.

Full-time Students with Dependants

A grant for as much as \$3,120 per year is available to full-time students with dependants if their assessed need is more than \$275 per week of study. Students with one or two dependants may be entitled to \$40 per week of study. Students with three or more dependants may be entitled to \$60 per week of study.

Eligibility will be determined during the assessment of your Canada Student Loan application.

Part-time Students with Dependants

A Canada Study Grant is also available for part-time students with dependants who demonstrate greater financial need than that which can be addressed by both the maximum Canada Student Loan for part-time studies and the maximum grant of \$1,200 for high-need part-time students. Students with one or two dependants may be entitled to as much as \$40 for each week of study. Students with three or more dependants may be entitled to as much as \$60 for each week of study.

Eligibility will be determined during the assessment of your Canada Student Loan application.

Other Forms Of Student Financial Assistance

Women in Doctoral Studies

If you are a female student pursuing full-time doctoral studies, you may qualify for a Canada Study Grant for as much as \$3,000 a year for a maximum of three years. This Grant is intended to help increase the participation of women in certain fields of study at the doctoral level. To be considered for this Grant, you must first apply and qualify for full-time Canada Student Loan assistance as well as complete a separate Grant application.

Information and application forms are available from your educational institution and the student financial assistance office in your province or territory.

The eligible fields of study are:

- | | |
|---|---|
| <u>Engineering and applied sciences</u> | — Engineering (all fields), Aerospace Sciences, Architecture and Forestry. |
| <u>Agriculture and biological sciences</u> | — Agriculture, Biophysics, Biochemistry, Botany, Microbiology, Veterinary Sciences and Zoology. |
| <u>Mathematics and physical sciences</u> | — Astronomy, Chemistry, Computer Science, Environmental Studies, Geography, Geology and related fields, Mathematics, Metallurgy, Materials Science, Meteorology, Oceanography and Water Studies, Physics and Resource Management. |
| <u>Arts, social sciences and related fields</u> | — Business Administration, Commerce, Management, Administrative Studies, Economics, Music, Philosophy, Political Science, Religious Studies and Theological Studies. |
| <u>Other</u> | — Dental Specialties, Physical Education, Law and Jurisprudence. |



CANADA EDUCATION SAVINGS GRANTS

The Canada Education Savings Grant (CESG) is a special grant provided by the Government of Canada to encourage parents and family members to save for their child's education. The Government of Canada will contribute an additional 20%, up to a maximum of \$400 per year, for every Registered Education Savings Plan (RESP) beneficiary.

Your RESP contributions, the Grant, and any interest earned on the sum will help pay a child's tuition, books, residence and living expenses at a college, university, or vocational or technical school. For example, saving a modest amount of \$10 every week after a child is born could amount to approximately \$18,000 to be put towards your child's post-secondary education (based on 18 years of contribution at a 5% interest rate).

For additional information about the CESG, please call 1-800-O Canada or visit the CESG Web site at www.hrdc-drhc.gc.ca/cesg.

CANADA MILLENNIUM SCHOLARSHIP FOUNDATION

The Government of Canada introduced Canada Millennium Scholarships to help Canadians gain access to post-secondary education and reduce student debt loads. The Canada Millennium Scholarship Foundation administers two programs in co-operation with provincial and territorial governments: the Millennium Bursary Program and the Millennium Excellence Awards Program.

Millennium Bursary Program

Bursaries averaging \$3,000 are granted to full-time undergraduate students who demonstrate high financial need and who are enrolled in programs recognized by the Canada Student Loans Program or the student financial assistance program of his or her province or territory of residence.

To be eligible, you must have received a Canada Student Loan and have already completed at least 60% of your current year of post-secondary education.

Students who apply for financial assistance from the province or territory in which they reside are automatically considered for a bursary. Bursaries can be distributed in two ways, depending on the agreement reached between your province or territory and the Foundation. They can be distributed in the form of a cash grant within the provincial or territorial student financial assistance program, or be paid directly to the financial institution holding your loan (if received *before* August 1, 2000) or to the NSLSC (if your loan was received *on or after* August 1, 2000) to reduce your outstanding debt.

Millennium Excellence Awards Program

The second type of scholarship is the Millennium Excellence Award, given to students who are entering their first year of full-time post-secondary studies. To be considered for an Excellence Award, you must demonstrate the capacity for leadership and commitment to the pursuit of academic excellence and innovation. Students entering their first year of full-time studies leading to a first degree, certificate or diploma may apply for the Excellence Award. Since the provincial/territorial and national Excellence Awards are renewable, candidates must be entering a minimum two-year program to be eligible. University graduate students or post-diploma college students are not eligible.

Application forms are available at high schools, volunteer centres, First Nations friendship centres and band councils, and post-secondary education institutions as well as on the Canada Millennium Scholarship Foundation's Web site.

There are three types of Excellence Awards:

- **local** recipients receive a one-time \$4,000 award;
- **provincial/territorial** recipients receive a \$4,000 award, renewable for up to four years (for a possible total of \$16,000); and
- **national** recipients receive a \$4,800 award, renewable for as many as four years of schooling (for a possible total of \$19,200).

The total amount any person may receive in combined Millennium Bursaries and Millennium Excellence Awards is \$19,200. Please note that receiving a Millennium Bursary or Millennium Excellence Award improves the financial position of recipients, and therefore may affect your eligibility for other forms of provincial or territorial student financial assistance.

For more information on the Canada Millennium Scholarship Foundation and its programs, visit www.millenniumscholarships.ca or call 1-877-786-3999 (toll-free).



SECTION 5: OTHER OPTIONS FOR FINANCING YOUR EDUCATION

FEDERAL FELLOWSHIPS AND SCHOLARSHIPS

University scholarships and fellowships are offered by the following federal granting councils:

Canadian Institutes of Health Research (CIHR)

410 Laurier Avenue West, 9th Floor
Address locator 4209 A
Ottawa, Ontario K1A 0W9
Tel: (613) 954-1968
Fax: (613) 954-1800

Natural Sciences and Engineering Research Council (NSERC)

Constitution Square Tower 2
350 Albert Street, 10th Floor P.O.Box 1610
Ottawa, Ontario K1A 1H5
Tel: (613) 996-3078
Fax: (613) 992-5337

Social Sciences and Humanities Research Council (SSHRC)

Constitution Square Tower 2
350 Albert Street, 10th Floor P.O.Box 1610
Ottawa, Ontario K1P 6G4
Tel: (613) 996-3078
Fax: (613) 992-1787
(SSHRC funding is only for doctoral and post-doctoral levels of study)

Other Options For Financing Your Education

As announced in the February 2003 Federal Budget, the Government of Canada will create the Canada Graduate Scholarships to support 2,000 Masters and 2,000 Doctoral students every year. This new program will increase the number of graduate scholarships offered by the federal government by more than 70% and approximately 60% of the new scholarships will be in the humanities and social sciences. These Canada Graduate Scholarships are in addition to the Pierre Elliott Trudeau Foundation, created in 2001, to finance the Advanced Research in the Humanities and the Human Sciences Fund.

For additional information, ask the educational institution you wish to attend for information on where and when to apply for fellowships and awards. You can also check out CanLearn Interactive at www.canlearn.ca, where you will find information on financial planning and services, government financial assistance and student loans, scholarships and bursaries and much, much more.

Youth Link

Youth Link is a publication that lists work, study, scholarships, and travel programs for youth funded by the Government of Canada and others. It is available free of charge (catalogue Number: Y-002-10-01E) from the Public Inquiries Centre.

Public Inquiries Centre
Human Resources Development Centre
140 Promenade du Portage, Phase IV
Hull, Quebec K1A 0J9
Fax: (819) 953-7260
Youth Information Line (toll-free): 1-800-935-5555
<http://youth.hrdc-drhc.gc.ca>



SECTION 6: FREQUENTLY ASKED QUESTIONS

I am a first-time Canada Student Loans applicant.

How do I apply for a Canada Student Loan?

You can get an application form from your educational institution or by contacting your provincial or territorial student financial assistance office. They will tell you where to submit your application once it is completed. Some provinces and/or territories also offer on-line applications. Contact information can be found at the back of this guide.

How will I know if I qualify for a Canada Student Loan?

Your provincial or territorial student financial assistance office will contact you in writing to outline whether you are eligible and, if so, the amount of financial assistance you are eligible to receive.

How long will it take before I know if I am eligible for a Canada Student Loan?

Once you have applied, it usually takes from four to six weeks for the provincial or territorial student financial assistance office to assess your eligibility for a Canada Student Loan.

If I qualify for a Canada Student Loan, how will I get the money?

If you qualify for a Canada Student Loan, you will receive a Certificate of Eligibility (Schedule 1 for full-time studies or Schedule 1A for part-time studies) from your provincial or territorial student financial assistance office or your educational institution. You must have the Confirmation of Enrolment section on your Certificate of Eligibility completed by your educational institution.

Once your enrolment is confirmed, your Canada Student Loan Agreement must be completed. If this form was not issued to you with your Certificate of Eligibility (Schedule 1 or 1A), you can obtain copies of the Canada Student Loan Agreement at your post-secondary educational institution or a designated Canada Post outlet.

Once you have completed all your loan documents, you must personally submit them to a designated Canada Post outlet (locations may be found on the NSLSC Web site at www.canlearn.ca). You will need to present valid photo identification and proof of your Social Insurance Number. If a Canada Post outlet is not accessible to you, contact the NSLSC for further instructions. If you provide a void cheque, your loan funds will be deposited directly into your bank account, or if this is not possible, a cheque will be mailed to you.

Frequently Asked Questions

What is a Certificate of Eligibility?

You will receive a Certificate of Eligibility (Schedule 1 for full-time studies or Schedule 1A for part-time studies) once your loan application has been assessed and you have qualified for a Canada Student Loan. It outlines the amount of money you will receive in student loans. It also indicates the date on which you may cash your loan document. You must complete this document, have your post-secondary educational institution complete the Confirmation of Enrolment section, and drop it off at a designated Canada Post Outlet in order to receive your loan funds.

I have a previous Canada Student Loan and I'm still in school.

I am receiving a loan this year through the NSLSC and I also have a previous loan with my financial institution. What steps should I take to inform my financial institution of my student status?

If you are receiving a new Canada Student Loan through the NSLSC, you must take copy 22A of your Certificate of Eligibility (Schedule 1 for full-time studies or 1A for part-time studies) to the financial institution holding your previous loan. If you do not do this within six months of your last period of study end date, your financial institution will not know you have returned to school and will ask you to start repaying your loan.

If I'm not applying for a student loan this year, do I still have to confirm my enrolment?

Yes, confirming your enrolment means you will not be asked to begin repaying your loan while you are in school. If you are a full-time student, confirming your enrolment will ensure your previous Canada Student Loan remains interest-free while you continue your studies.

I'm no longer a student and it's time to start repaying my loan.

When will I have to start repaying my Canada Student Loan?

You will have to start repaying your Canada Student Loan six months after you have completed your studies or stopped going to school. You must repay your loan even if you have not obtained your degree, diploma or found a job. Should you experience financial hardship, you may be eligible for repayment assistance.



If you return to studies within six months of your last period of study end date, you must submit a Confirmation of Enrolment, regardless of whether you take out another Canada Student Loan, to make sure that you will not be asked to start repaying your loans while you are in school.

Is my provincial loan the same loan as my Canada Student Loan?

No. Provincial loans are administered by your province of residence and require that you make separate payment arrangements from your Canada Student Loan. Provincial loans must be paid back separately from your Canada Student Loan. The provinces of Ontario and Saskatchewan are the exception to this rule with the Canada-Ontario and Canada-Saskatchewan Integrated Student Loans.

Who can I contact about repaying my Canada Student Loan?

For Canada Student Loans received *before* August 1, 2000, you must contact your financial institution to establish your repayment schedule within six months of either completing your studies or your course load dropping under the 60% minimum.

For loans received *on or after* August 1, 2000, contact the NSLSC to establish your repayment schedule within six months of either completing your studies or your course load dropping under the 60% minimum.

Students with part-time loans issued *before* August 1, 2000, must contact their financial institutions or the NSLSC for part-time loans issued *on or after* August 1, 2000.

I have a full-time Canada Student Loan, received *before* August 1, 2000, and one received *after* August 1, 2000. Does this mean I will end up having more than one loan when I graduate?

Yes. If you received a Canada Student Loan *on or after* August 1, 2000, it will have to be repaid to the Government of Canada through the NSLSC while any Canada Student Loans received *before* August 1, 2000, remain with your financial institution holding the loans.

I have a loan with a financial institution and a loan with the NSLSC, am I able to consolidate my Canada Student Loans into one loan for repayment purposes?

If you received Canada Student Loans *before* August 1, 2000, you must repay your loan to the financial institution holding your loans. If you received a Canada Student Loan *on or after* August 1, 2000, you will have to repay the Government of Canada directly through the NSLSC.

Frequently Asked Questions

There may be different arrangements regarding how you repay your provincial or territorial student loans (excluding the Canada-Ontario and Canada-Saskatchewan Integrated Student Loans). Please contact your provincial or territorial student financial assistance office for further details.

If I have more than one loan, how will I know how much I owe in total?

If you have more than one loan - for example, you have a loan you received *before* August 1, 2000, and one after that date - you will receive two consolidated student loan agreements. Your financial institution will send you the consolidation agreement for any Canada Student Loans received *before* August 1, 2000, and the NSLSC will send you one for Canada Student Loans received *on or after* August 1, 2000. These consolidation agreements will detail the amount you owe to the financial institution and the amount you owe to the Government of Canada, as well as repayment schedules for each loan.

Will loan remission apply to my Canada Student Loan?

The Canada Student Loans Program does not have a remission program.



SECTION 7: CONTACT INFORMATION

For further information on the Canada Student Loans Program, contact:

Canada Student Loans Program

Human Resources Development Canada

P.O. Box 2090, Station D Ottawa, Ontario K1P 6C6

www.canlearn.ca

Loans negotiated *on or after August 1, 2000*, are held at the National Student Loans Service Centre.

If you are attending a public institution (university or community college), contact:

National Student Loans Service Centre

Public Institutions Division

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

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

Toll-free: 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

www.canlearn.ca

If you are attending a private institution, contact:

National Student Loans Service Centre

Private Institutions Division

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

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

(416) 503-6671

(*outside North America, you may call collect*)

Toll-free TTY/TDD: 1-888-855-0511

www.canlearn.ca

For information on other Government of Canada services for students and youth, call 1-800-O Canada (1-800-622-6232) TTY/TDD 1 800 465-7735. This toll-free service is available to answer your questions Monday to Friday from 8 a.m. to 8 p.m., your local time.

If you would like a copy of this guide in an alternate format, please call the Canada Student Loans Program.

If you are unsure which division to deal with, your Certificate of Eligibility will have either "PUBLIC NSLSC" or "PRIVATE NSLSC" printed in the upper right corner.

www.canlearn.ca

Contact Information

Provincial and Territorial Student Financial Assistance Offices, listed alphabetically:

Alberta

Alberta Learning - Students Finance

P.O. Box 28000 Station Main Edmonton, Alberta
T5J 4R4

Tel: (780) 427-3722 (*Edmonton*)

Toll-free: 1-800-222-6485

www.alis.gov.ab.ca/studentsfinance/main.asp

British Columbia

Student Services Branch - Ministry of Advanced Education

P.O. Box 9173 Stn. Provincial Government Victoria,
B.C. V8W 9H7

Tel: (250) 387-6100 (*Victoria area*)

Tel: (604)660-2610 (*Lower Mainland*)

Toll-free: 1-800-561-1818 (*anywhere else in Canada/USA*)

TTY Line: (250) 952-6832

Fax: (250) 356-9455 (*Victoria Area*)

Fax: 1-888-262-2112 (*Toll-free in Canada/USA*)

www.bcsap.bc.ca

Manitoba

Student Aid Branch - Department of Advanced Education and Training

409-1181 Portage Avenue Winnipeg, Manitoba R3G 0T3

Tel: (204) 945-6321

Tel: (204) 945-2313 (*from outside of Manitoba*)

Tel: 1-800-204-1685 (*Toll-free in Manitoba*)

TTY: (204) 945-8483

TTY: 1-866-208-0696 (*within North America*)

www.studentaid.gov.mb.ca

New Brunswick

Student Financial Services - Department of Education
P.O. Box 6000, 548 York Street Fredericton, New
Brunswick E3B 5H1

Tel: (506) 453-2577 (*Fredericton area*)

Toll-free: 1-800-667-5626

Fax: (506) 444-4333

www.studentaid.gnb.ca

Newfoundland

Student Aid Division - Department of Youth Services &
Post-Secondary Education

Coughlan College, P.O. Box 8700 St. John's,
Newfoundland A1B 4J6

Tel: (709) 729-5849

Fax: (709) 729-2298

Toll-free: 1-888-657-0800

www.edu.gov.nf.ca/studentaid

Northwest Territories*

Student Financial Assistance - Department of
Education, Culture, and Employment

P.O. Box 1320 Yellowknife, Northwest Territories X1A 2L9

Tel: (867) 873-7190

Fax: (867) 873-0336

Toll-free: 1-800-661-0793

Toll-free fax: 1-800-661-0893

www.nwtsfa.gov.nt.ca

Nova Scotia

Student Assistance Office - Department of Education

P.O. Box 2290, Halifax Central Halifax, Nova Scotia
B3J 3C8

Tel: (902) 424-8420

Fax: (902) 424-0540

Toll-free: 1-800-565-8420 (*within Nova Scotia*)

Tel TDD: (902) 424-2058

www.studentloans.ednet.ns.ca



Nunavut*

Financial Assistance for Nunavut Students
PO Box 390 Arviat, NU X0C 0E0
Toll-free: **1-877-860-0680** (*can also be used locally*)
Toll-free fax number: **1-877-860-0167**
www.gov.nu.ca/education

Ontario

Student Support Branch - Ministry of Training,
Colleges and Universities
P.O. Box 4500, 189 Red River Road, 4th floor
Thunder Bay, Ontario P7B 6G9
Tel: **(807) 343-7260**
(*Students attending a post-secondary institution OUTSIDE Ontario*)
(*Students attending a post-secondary institution IN Ontario must contact the financial aid office at their post-secondary institution for assistance.*)
1-900-565-6727
(*automated telephone voice response system for status of application. \$2 flat rate. Available in Canada only*)
TDD/TTY line: **1-800-465-3023**
<http://osap.gov.on.ca>

Prince Edward Island

Student Finance Services - Department of Education
P.O. Box 2000, 16 Fitzroy Street, 3rd floor, Sullivan
Building Charlottetown, PEI C1A 7N8
Tel: **(902) 368-4640**
Fax: **(902) 368-6144**
www.studentloan.pe.ca

Québec*

Service de l'accueil et des renseignements - Aide
financière aux études
Ministère de l'Éducation 1035, Rue de la Chevrotière
21^e étage, Québec (Québec) G1R 5A5
(418) 646-4505 (*outside of Québec*)
Pour le service téléphonique interactif:
(418) 646-4505 (*Québec*)
(514) 864-4505 (*Montréal*)
1-888-345-4505 (*anywhere else in Québec*)
www.afe.gouv.qc.ca

Saskatchewan

Student Financial Assistance Branch - Saskatchewan
Learning
B21, 3085 Albert Street Regina, Saskatchewan
S4P 3V7
Tel: **(306) 787-5620** (*Regina area*)
Toll-free: **1-800-597-8278**
www.student-loans.sk.ca

Yukon

Students Financial Assistance - Advanced Education
Branch - Department of Education
P.O. Box 2703 Whitehorse, Yukon Y1A 2C6
Tel: **(867) 667-5929**
Fax: **(867) 667-8555**
Toll-free: **1-800-661-0408 Local 5929** (*within Yukon*)
www.education.gov.yk.ca

**Note: The province of Québec, the Northwest Territories and Nunavut operate their own student financial assistance programs. If you are a resident of Québec, Northwest Territories or Nunavut, you should contact your student financial assistance offices for further information.*

