

*Innovation & Learning
for Canadians*

Canada Student Loans Program

Part-time Studies

***Learn While
You Earn!***

www.canlearn.ca



Government
of Canada

Gouvernement
du Canada

Canada

HRIC-094-08-03

Introduction

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 not only to individual success, but also to our country's economic prosperity. Post-secondary education is already required for most jobs in today's economy and is a requirement for almost all new jobs in the 21st century.

In the 2002 Speech from the Throne, the Government of Canada recognized that the "economy of the 21st century will need workers who are lifelong learners, who can respond and adapt to change."

Canada Student Financial Assistance helps support this view by promoting accessibility to post-secondary education through the provision of loans and grants for eligible Canadians with demonstrated financial need.

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Financial Assistance for Part-time Students at a Glance

- Canada Student Loans and Canada Study Grants for part-time studies are provided by the Government of Canada as part of its commitment to Canada Student Financial Assistance.
- 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.**
- Eligible part-time students can receive up to a **cumulative amount of \$4,000** in total loan assistance.
- You may also qualify for Canada Study Grants.
- Apply for a Canada Student Loan through your provincial or territorial Student Financial Assistance Office (see Contact Information).
- Repayment on the principal amount of your loan begins six months after the completion of your studies; however, **interest payments must be made while you are in school.**
- You may qualify for Interest Relief during your studies if your gross family income is below a certain level.
- **Visit the Loan Repayment Calculator** on CanLearn (www.canlearn.ca) to understand the amount you will need to repay.
- The Canada Student Loans Program offers a number of repayment assistance options if you are experiencing difficulty repaying your loan.
- CanLearn (www.canlearn.ca) is your one-stop online source for post-secondary information in Canada. It includes everything you need to help plan and finance your education.

Before You Apply

Determine your educational needs.

Understanding your goals will help narrow the list of programs and institutions you may want to attend (visit "Getting Started" at www.canlearn.ca for guidance).

Assess your financial situation.

A full review of your finances and financing options may help you decide what type and length of program to pursue. It may also reveal that there are other financing options open to you.

For help in considering your financial options, including available scholarships and bursaries, visit the "Financing" section of CanLearn at www.canlearn.ca.

The Canada Student Loans Program (CSLP) is only one part of the Government of Canada's commitment to Canada Student Financial Assistance.

The CSLP helps to make post-secondary education affordable for many Canadians by providing loans and grants to eligible full- and part-time students with demonstrated financial need. Its purpose is to supplement, not to replace, the

financial resources that you (and your family, where applicable) are expected to contribute.

Since August 1, 2001, the Government of Canada and the governments of Ontario and Saskatchewan have partnered their respective full-time loans to create Canada–Ontario Integrated Student Loans and Canada–Saskatchewan Integrated Student Loans.

If you decide a Canada Student Loan is the right option for you, consider the following:

A. Is your chosen school designated for the Canada Student Loans Program?

Ensure that it is by checking with your provincial or territorial Student Financial Assistance Office (see Contact Information).

B. Are you eligible?

The CSLP works in partnership with the provinces/territories to deliver financial assistance to part-time students. Quebec*, Nunavut* and the Northwest Territories* do not directly participate in the CSLP and operate their own student financial assistance programs.

* If you are a resident of Quebec, Nunavut or the Northwest Territories, please contact the Student Financial Assistance Office in your province or territory for further information on how to obtain a student loan (see Contact Information).



To qualify for a Canada Student Loan for part-time studies you must:

- be a Canadian citizen, a permanent resident of Canada, or, as of August 2003, a protected person (as defined by the *Immigration and Refugee Protection Act*);
- be a resident of a province or a territory that issues Canada Student Loans;
- demonstrate financial need;
- be enrolled in 20–59% of a full course load (students with permanent disabilities may enroll in 20–39% of a full course load);
- 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;
- 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.

How to Apply

You can pick up a loan application from your educational institution or your provincial or territorial Student Financial Assistance Office – some provinces and territories offer on-line applications.

After you (and your school) have completed and signed all the necessary documents, forward your loan application to your provincial or territorial Student Financial Assistance Office for assessment. To avoid any delays in the assessment of your application or the disbursement of your 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 provincial or territorial Student Financial Assistance Office assesses your complete loan application, confirms your eligibility, assesses your financial need, and determines the amount of federal and provincial loans and grants you will receive.

The National Student Loans Service Centre (NSLSC) will look after everything you might need from the Canada Student Loans Program once your loan application has been processed and you have received a loan document.

The NSLSC is divided into two divisions:

1. **Public Institutions Division** to assist students attending public universities and community colleges; and
2. **Private Institutions Division** to assist students attending trade schools, private vocational schools or career colleges.

Receiving Your Canada Student Loan

1. If you qualify for a Canada Student Loan, you (or the school you plan to attend) will receive a letter of assessment, a Certificate of Eligibility (Schedule 1A), an instruction sheet, and a loan agreement within four to six weeks of your application.
2. Complete your loan documents and have your post-secondary institution complete the Confirmation of Enrolment section of your Certificate of Eligibility. (Note: in some cases, enrolment may have already been confirmed electronically — contact the financial assistance office at your post-secondary institution for more information.)
3. Submit your completed loan documents in person to a designated Canada Post outlet* within 30 days of the day your school signed your Certificate of Eligibility.
4. If you provide a void cheque, your funds will be deposited directly into your bank account within a week of the NSLSC receiving your properly completed loan documents or within a week of the disbursement date on your Certificate of Eligibility, whichever is later. Allow an additional week to receive your funds if a cheque is being mailed to you.

Important Deadlines

Since final deadlines can vary among provinces and territories, check with your provincial or territorial Student Financial Assistance Office for deadline information.

* To find a designated Canada Post outlet near you, visit the "Tools and Resources — General Interest" section of the NSLSC Web site (www.canlearn.ca).

Before signing your loan documents, make sure you have a clear understanding of your obligations as described on both the front and back of the loan documents. If you are unsure about anything, do not hesitate to ask for further clarification and assistance from your Student Financial Assistance Office.



Maintaining Your Canada Student Loan

As a part-time student, you may be eligible to borrow a cumulative amount of \$4,000 (principal and interest) over the period of your studies in total Canada Student Loans. **Part-time loans are not subsidized, and you have to make interest payments while you are in school. If your gross family income is below a certain level while you are in school, however, you may qualify for Interest Relief (see Loan Repayment Help).**

If you are continuing your part-time studies but not receiving additional

Canada Student Loans, you need to ensure that your financial institutions and/or NSLSC are informed of your in-study status. To do this, you will need to pick up a Confirmation of Enrolment form (Schedule 2) from the NSLSC or from your educational institution, have it properly completed, and provide it to your financial institution and/or NSLSC.

If you are receiving a new Canada Student Loan, your Certificate of Eligibility (Schedule 1A) acts as your confirmation of enrolment.

Be sure to let all the financial institutions holding your loans and/or NSLSC know you are in school by presenting them with a Confirmation of Enrolment form or a Certificate of Eligibility. If your financial institution and/or NSLSC are not advised, you will be asked to begin repayment on the full amount of your loan.

Repaying Your Canada Student 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 student, but **you are not required to make any payments on the principal until six months after your post-secondary end date.**

As a borrower, you have certain responsibilities, and it is important that you understand the terms and conditions of your loan agreement so that you fulfill your obligations. Make sure to keep your loan in good standing so that your future credit rating is not affected.

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

To get the full picture of how much you will need to repay, please visit www.canlearn.ca, click on NSLSC, choose "Repaying Your Loan," and submit your loan profile to the "Loan Repayment Calculator."

Defaults

It is your responsibility to ensure your loan is in good standing. Failure to repay your loan as established in your Part-time Loan Agreement will result in your defaulting on your student loan. 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, referring your loan to a private collection agency, and/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.



Loan Repayment Help

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:

Income Tax Relief

- A tax credit is available on the interest portion of the amount paid on both provincial and federal 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; and
- Part-time students may claim a child-care expense deduction for periods during which they are enrolled in part-time studies.

Revision of Terms

If you are unable to make payments, you may ask the financial institution holding your loan(s) and/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.

Interest Relief

If your family income is below a certain level, you may be eligible for Interest Relief. While you are 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 principal portion of your loan.

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

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

Extended Interest Relief

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

Debt Reduction in Repayment

If you have exhausted all other options and have been out of school for five years or more, and you 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 your disability, you may be eligible for the Permanent Disability Benefit.

Canada Study Grants

Canada Study Grants (CSGs) provide non-repayable assistance to qualifying post-secondary students. CSG assistance is taxable income, however, so you will receive a T4A to include with your next year's income tax return.

Your eligibility for CSGs will be determined by the provincial or territorial student assistance program at the same time as their assessment of your Canada Student Loan part-time application.

Canada Student Financial Assistance offers four CSGs to qualifying part-time students. These include:

1. Canada Study Grants for High-need Part-time Students

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

To apply, students need to check the appropriate box on the loan application form.

2. Canada Study Grants for Students with Dependants

If you have dependants and can demonstrate financial need in excess of, and after receipt of, the maximum CSG for High-need Part-time Students (\$1,200) and the maximum Canada Student Loan for Part-time Students (\$4,000), you may be eligible. 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.

To apply, students need to check the appropriate box on the loan application form.



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.

3. Canada Study Grants for Students with Permanent Disabilities

If you have a permanent disability, you may be eligible for a CSG 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 75% of the cost of a learning disability assessment.

To apply, students should contact their provincial or territorial Student Financial Assistance Office.

4. Canada Study Grants for High-need Students with Permanent Disabilities

This grant is awarded to students who have unmet needs after the maximum amount of available Canada Student Loans has been allocated. It is intended to assist in covering the costs of accommodation, tuition, books, and other education-related expenses, for up to \$2,000 per year.

A separate grant application is not required. Eligibility will be determined through the need assessment process.

There are a number of scholarships available to part-time students. Visit the "Financing" section of CanLearn (www.canlearn.ca) to access the Scholarship Search.

Contact Information

- If you have a loan issued before August 1, 2000, you will continue to deal with the financial institution (bank, credit union and/or caisse populaire) holding your loan.
- 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.

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: 1 800 2-225-2501 (outside of 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
Internet: 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 of North America, you may call collect)
Internet: www.canlearn.ca

For information on other Government of Canada services, 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 are unsure which division to deal with, check your Certificate of Eligibility. It will have either "PUBLIC NSLSC" or "PRIVATE NSLSC" printed in the upper right corner.



Provincial and Territorial Student Financial Assistance Offices, listed alphabetically:

Alberta

Alberta Learning
Students Finance
Tel.: (780) 427-3722 (Edmonton)
Toll-free: 1-800-222-6485
www.alis.gov.ab.ca

British Columbia

Student Services Branch
Ministry of Advanced Education
Tel.: (250) 387-6100 (Victoria area)
Tel.: (604) 660-2610 (Lower
Mainland)
Toll-free: 1-800-561-1818
(anywhere else in Canada/USA)
TTY: (250) 952-6832
www.bcsap.bc.ca

Manitoba

Student Aid Branch
Department of Advanced Education
and Training
Tel.: (204) 945-6321
Tel.: (204) 945-2313 (from outside
of Manitoba)
Tel.: 1-800-204-1685 (within
Manitoba)
TTY: 1-866-209-0696 (within
North America)
www.studentaid.gov.mb.ca

New Brunswick

Student Financial Services
Department of Education
Tel.: (506) 453-2577 (Fredericton
area)
Toll-free: 1-800-667-5626
www.studentaid.gnb.ca

Newfoundland and Labrador

Student Financial Services
Department of Youth Services &
Post-Secondary Education
Tel.: (709) 729-5849
Toll-free: 1-888-657-0800
www.edu.gov.nf.ca/studentaid/

Northwest Territories*

Student Financial Assistance
Department of Education, Culture,
and Employment
Tel.: (867) 873-7190
Toll-free: 1-800-661-0793
www.nwtsfa.gov.nt.ca

Nova Scotia

Student Assistance Office
Department of Education
Tel.: (902) 424-8420
Toll-free: 1-800-565-8420 (within
Nova Scotia)
TDD: (902) 424-2058
www.studentloans.ednet.ns.ca

Nunavut*

Financial Assistance for
Nunavut Students
Department of Education
Toll-free: 1-877-860-0680 (can also
be used locally)
Baffin: Tel.: (867) 473-2600
Toll-free: 1-800-567-1514
Kivalliq: Tel.: (867) 645-5040
Toll-free: 1-800-953-8516
Kitikmeot: Tel.: (867) 983-4031
Toll-free: 1-800-661-0845
www.gov.nu.ca/education/eng

Ontario

Student Support Branch
Ministry of Training, Colleges and
Universities
Tel.: (807) 343-7260 (OUTSIDE
Ontario)
(Students attending a post-
secondary institution IN Ontario
must contact the financial aid office
at their post-secondary institution
for assistance.)

Tel.: 1-866-330-3331 (automated
telephone voice response system
for status of application; available in
Canada only)
TDD/TTY: 1-800-465-3958
<http://osap.gov.on.ca>

Prince Edward Island

Student Financial Services
Department of Education
Tel.: (902) 368-4640
www.studentloan.pe.ca

Quebec*

Service de l'accueil et des
renseignements
Aide financière aux études
Ministère de l'Éducation
Tel.: (418) 646-4505 (outside of the
province of Quebec)
To call the automated telephone
voice response system:
Tel.: (418) 646-4505 (Québec)
Tel.: (514) 864-4505 (Montréal)
Toll-free: 1-888-345-4505
(anywhere else in Quebec)
www.afe.gouv.qc.ca

Saskatchewan

Student Financial Assistance Branch
Saskatchewan Learning
Tel.: (306) 787-5620 (Regina area)
Toll-free: 1-800-597-8278
www.student-loans.sk.ca

Yukon

Student Financial Assistance
Advanced Education Branch
Department of Education
Tel.: (867) 667-5929
Toll-free: 1-800-661-0408 Local
5929 (within Yukon)
www.education.gov.yk.ca

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upon request, at 1-800-788-
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* Note: The province of Quebec, the
Northwest Territories and Nunavut operate
their own student financial assistance
programs. If you are a resident of Quebec,
the Northwest Territories or Nunavut, you
should contact your Student Financial
Assistance Office for further information.