



Shaded area for office use only

Date received	Institution Code		
Y	M	D	

**PART-TIME STUDENT LOAN AND / OR  
CANADA STUDY GRANT APPLICATION  
CANADA STUDENT LOANS PROGRAM**

Province to which: you are applying	Student number (if applicable)	Social Insurance Number
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**A. PERSONAL DATA**

Last name		First name	
Permanent mailing address (street, rural route, post office box)			Apt. no.
City, town		Province	Postal code
Area code and telephone no.	Date of birth Y M D	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Citizenship status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		How many <i>dependent</i> children do you have <i>living with you full-time</i> during your study period in each age group? NOTE: For children 19 years of age or older to be considered dependent, they must be full-time secondary students or post-secondary students or disabled. Persons who have been out of high school for at least 4 years or have been in the work force for at least 12 months in a row on 2 or more occasions may not be considered dependent.	
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 class hours for your current / proposed study period? \$		0 - 11 years of age	▶
		12 - 18 years of age	▶
		19 years of age or older	▶

**NEXT OF KIN INFORMATION (Do not list your spouse or children under 18 years of age)**

Last name		First name	
Permanent mailing address (street, rural route, post office box) (IF DIFFERENT FROM ABOVE)			Apt. no.
City, town	Province	Postal code	Area code and telephone no.

**B. REASON FOR PART-TIME STUDY**

In order to assist the provincial authority in determining your eligibility for a High-Need Part-Time Canada Study Grant, please indicate by checking the appropriate reason(s) that apply to you, why you are pursuing your studies on a part-time basis rather than on a full-time basis. If there are other considerations that you feel are pertinent, please indicate them in the space provided.

- I am a single parent, responsible for the primary care of my dependent children, who are living with me full-time during my period of studies
- I am responsible for the primary physical and financial care of elderly dependent(s) requiring supervised care and / or dependent(s) with a permanent disability requiring supervised care
- I am a mature student restricted to conditional studies by my school (e.g.: maximum 2 courses)
- I am permanently disabled and due to my disability I am unable to undertake at least 60% of a full-time course load. (You must attach proof of your disability, e.g., medical certificate, learning disability assessment)
- I am studying part-time to improve my grades
- I am studying part-time due to excessive debt payments (charge accounts, car loan payments, etc.)
- I am studying part-time as the financial cost of studying full-time is excessive
- I could not take full-time studies as the courses I wished to take were not available
- I only require a few courses to complete my program of studies
- Other (please explain)

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Have you previously received a Canada Study Grant for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	▶	If yes, were you successful in passing all course(s) for which you received the Canada Study Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No	▶	If "yes", please attach a transcript of your marks for the period you received the Canada Study Grant.
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### E. PROGRAM INFORMATION

What is the name of the post-secondary institution you plan to attend?	What campus, college or city of this institution will you be attending? (if applicable)	What is your program of study? (if applicable)
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I hereby request financial assistance for the following course(s):		
Course Description	Course Code	Type of Instruction (e.g.: in-class / correspondence / tele-course)
Example: Literature and Composition	e.g.: ENGL 100	e.g.: Correspondence course

### F. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION

Period of studies commencement date Y   M   D	Period of studies end date Y   M   D	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of studies? \$	What are the applicant's book and equipment costs for the period of studies? \$
What is the applicant's percentage of a full course load? %	Number of weeks of study	How many hours of class time will the applicant have each week (do not include any lab times)	What is the level of the applicant's program? <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Doctoral degree <input type="checkbox"/> Certificate <input type="checkbox"/> Master's degree
What faculty / division is the program considered to be in?			
<input type="checkbox"/> Administration / Business	<input type="checkbox"/> Community Service / Education	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Theology
<input type="checkbox"/> Agriculture / Related Sciences	<input type="checkbox"/> Dentistry	<input type="checkbox"/> Law	<input type="checkbox"/> Trades
<input type="checkbox"/> Arts / Sciences	<input type="checkbox"/> Engineering / Technology	<input type="checkbox"/> Medicine	<input type="checkbox"/> Other (specify) _____

I certify that the above information in Section F of this application is correct based on the information provided by the applicant in section E.

Name of Authorized Officer of the Educational Institution	Title	Telephone No.
Signature of Authorized Officer		Date Y   M   D

### G. TO BE COMPLETED BY THE PROVINCIAL MINISTRY

Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of assistance to be provided <input type="checkbox"/> CSG <input type="checkbox"/> Part-Time Loan <input type="checkbox"/> Both	Field of study code
Total Income and Assets \$	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Books / Instruments \$	Requested amount of assistance by applicant (if indicated) \$	
Transportation \$	<b>TOTAL ASSISTANCE AUTHORIZED</b>	
Child Care \$	Part-time CSL approved \$	
Miscellaneous \$	Provincial part-time loan approved \$	
<b>TOTAL EXPENSES</b> \$	HNPT CSG approved NOTE: Cannot exceed \$1,200 per loan year. \$	
	Provincial 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 Education  
Thomson Student Centre  
Box 8700, 3rd Floor  
St John's NF A1B 4J6

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

**NEW BRUNSWICK**  
Student Aid Branch  
Department of Advanced Education and Labour  
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, 21<sup>ème</sup> 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 Aid Division  
Office of Higher Education Training and Adult Learning  
Box 2000  
Charlottetown PE C1A 7N8

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

**MANITOBA**  
Student Financial Assistance  
Department of Education and Training  
693 Taylor Avenue  
Winnipeg MB R3M 3T9

Tel.: (204) 945-6321 Fax: (204) 477-5596

**ONTARIO**  
Student Affairs  
Ministry of Education and Training  
189 Red River Road, 4th Floor  
Box 4500  
Thunder Bay ON P7B 6G9

Tel.: (807) 343-7260  
1-800-465-3958 (Ontario only -TDD)

**\*BRITISH COLUMBIA**  
Student Services Branch  
Ministry of Skills, Training and Labour  
2nd Floor, 1106 Cook Street  
Victoria BC V8V 3Z9

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

**YUKON TERRITORY**  
Students Financial Assistance Unit  
Yukon Education  
Box 2703  
Whitehorse YT Y1A 2C6

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

**NOVA SCOTIA**  
Student Assistance Office  
Department of Education and Culture  
Box 2290, Halifax Central  
Halifax NS B3J 3C8

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

**SASKATCHEWAN**  
Student Financial Assistance  
Saskatchewan Post-secondary Education and Skills Training  
Room B21, 3085 Albert Street  
Regina SK S4P 3V5

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

**†NORTHWEST TERRITORIES**  
Department of Education, Culture and Employ  
Box 1320, Yellowknife NT X1A 2L9

Tel.: (403) 873-7190 Fax: (403) 873-0336  
1-800-661-0793 1-800-661-0893

#### 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 Loan** assistance as well as **Canada Study Grant** 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, fully complete 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 negotiated on or after August 1, 1995, you will also be ineligible 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).

# Checklist

## Part-time Canada Student Loan/ Canada Study Grant Applications require the following application information

### Did you....

- Complete all sections of the application.
- Date and sign the application.
- Include your middle name.
- List all gross income (actual/expected) for the 12 month period ending with the last month of current or proposed period of study for student and spouse (if applicable).  
  
(For example, if your course ends on December 31, you and your spouse (if applicable) must list all income from last January up to the date of this application, and estimate your expected income up to the end of December.)
- Indicate dates for each period of employment and unemployment, if more than one.
- Attach current cheque stubs for all income for both student and spouse (if applicable). If you are self-employed, please include your official Income Tax and Benefits Return (T1 and Schedule 1) as well as a current estimate of income.
- Attach you and your spouse's (if applicable) most current official Income Tax and Benefits returns (T1 and Schedule 1).
- Provide verification of all dependants (ie. photocopy of birth certificate or health care card).
- If you listed dependants and are a single parent, please indicate custody arrangements and provide verification.
- If a dependant is 19 years of age or older, indicate if the dependant is a student or disabled. If dependant student is applying for student loan funding, provide SIN number.
- If you received a previous Canada Study Grant, provide a transcript of marks for the period in which you received the Canada Study Grant.
- Make sure the educational institution completed page 3, section F of the application.

Applications and supporting documentation will not be photocopied or returned.

**Failure to complete application properly and provide required documentation could result in processing delays.**