

**2006-2007
Educational
Institution Manual
for
The Canada-Saskatchewan
Integrated Student Loans
Program
and Other Financial
Assistance**



2006-2007

Educational Institution Manual for the Canada-Saskatchewan Integrated Student Loans Program and other Financial Assistance

Section 1	INTRODUCTION3
	Introduction3
	Updating this Manual3
	Copies3
Section 2	DESIGNATION4
	Designation of Institutions4
	Designation of Programs6
Section 3	AUTHORIZED OFFICIALS7
	Authorized Official(s) of Educational Institutions7
	Signing Authority Form7
	Sample - Signing Authority Form8
Section 4	CANADA-SASKATCHEWAN INTEGRATED STUDENT LOANS PROGRAM9
	Program Information Form9
	Sample - Program Information Form11
	Schedule 1- Certificate of Eligibility12
	Confirmation of Enrolment12
	Sample - Schedule 1 Confirmation of Enrolment14
	Discontinuations15
	Sample - Discontinuation Notification on Schedule 115
	Tuition Fee Refunds15
	Schedule 2 Interest-Free Certificate16

Sample - Schedule 2 Interest-Free Certificate	17
Discontinuations	18
Sample - Discontinuation Notification on Schedule 2	18

Section 5

CANADA STUDENT LOANS PROGRAM	
FOR PART-TIME STUDIES	19
Application Form for Part-Time Canada Student Loans	19
Sample - Part-Time Canada Student Loans Application	20
Certificate of Eligibility - Schedule 1A -Part-Time	
Canada Student Loans Program	21
Confirmation of Enrolment	21
Sample - Schedule 1A Confirmation of Enrolment	22
Discontinuations	23
Sample - Discontinuation Notification on Schedule 1A	23
Tuition Fee Refunds	23

Section 6

CANADA AND SASKATCHEWAN STUDY GRANTS	24
Canada and Saskatchewan Study Grants	24
Confirmation of Enrolment	24
Sample - Confirmation of Enrolment	25

Section 7

INVESTIGATION REQUIREMENTS	26
Investigation Requests	26

Section 8

GENERAL CONTACT INFORMATION	27
Student Financial Assistance	27
National Student Loans Service Centre	27
Royal Bank	27

SECTION 1: INTRODUCTION

Introduction

This manual provides instructions for Educational Institutions regarding their responsibilities in the administration of the Canada-Saskatchewan Integrated Student Loans Program, Canada Part-time Student Loans Program, Canada and Saskatchewan Study Grants and the new Canada Access Grants.

Updating this Manual

Staff of Educational Institutions who have signing authority for student loan documents will receive a new edition of this manual each year. From time to time during the year, revisions may also be forwarded. Each revised page will have the date of the revision centered at the bottom of the page. Out-of-province Educational Institutions will receive one copy of the manual annually as well as any updates. Additional copies of the manual are available on the website at www.student-loans.sk.ca.

Samples of completed forms and related materials are included in this manual to give visual assistance in filling out the forms correctly.

Processing of student loan documents requires specific copies of the documents to be distributed to various sectors involved. Student Financial Assistance Branch must have appropriate copies of student loan documents to complete its task of processing student loans. In addition, it is very important that student borrowers receive completed copies and retain those copies. Educational Institutions must have copies for their files. Throughout this manual the number of copies important in the student loan process is indicated as follows:

2

This means that two copies of this form must be handled.

SECTION 2: DESIGNATION

Designation of Institutions

Saskatchewan Student Financial Assistance Branch designates eligible educational institutions. There is a basic set of criteria that must be met by all institutions as well as specific criteria for certain types of institutions and institutions outside the country as illustrated in the table below.

Type of Institution	Designation Criteria
All Educational Institutions	<p>The educational institution must:</p> <ul style="list-style-type: none"> • offer post-secondary programs that lead to a certificate, diploma or degree; and • offer a program that is at least 12 weeks in length; and • offer full-time programs. For career/vocational/technical institutions full-time is a minimum of 20 hours per week of student activity or participation; and • be in existence for at least 18 months and have graduated at least one class of students; • be constituted under appropriate legislation; • In Saskatchewan, be registered for at least 18 months under <i>The Private Vocational Schools Act, 1995</i>; be governed by <i>The Education Act</i>, by any other Act or by any Act of the Parliament of Canada; be constituted under its own legislation; or be affiliated or federated with a Saskatchewan university.
Educational Institutions in Other Canadian Provinces or Territories	<p>An institution must be designated in its own province or territory and therefore meet all current requirements for designation in Canada.</p>
International Institutions	<p>Designation of Educational Institutions in the United States</p> <ul style="list-style-type: none"> • A post-secondary educational institution located inside the United States must be approved for Title IV funding by the United States Department of Education. <p>Designation of Educational Institutions outside the United States</p> <p>An international post-secondary educational institution located outside the United States must meet the following criteria:</p> <ul style="list-style-type: none"> • be approved for the purpose of student financial assistance in its home country; and • demonstrate stability by having been in continuous operation for a minimum of two years prior to designation. <p>An international post-secondary educational institution outside the United States must also meet one of the following criteria:</p> <ul style="list-style-type: none"> • be listed in the International Handbook of Universities (International Association of Universities, Stockton Press), the World of Learning (54th Edition, 2004 Europa Publications), the Commonwealth Universities website at www.acu.ac.uk/home, the

Type of Institution	Designation Criteria
	<p>International Association of Universities website at www.unesco.org/iau/members_friends/mem_membinst1.html, or the federal school look up for FAFSA, (United States Department of Education).</p> <p>International post-secondary educational institutions located outside the United States offering medical programs must meet the following criteria in addition to the criteria listed above:</p> <ul style="list-style-type: none"> • be listed on the International Medical Education Directory maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER); • be approved by a member of the Federation of Medical Regulatory Authorities of Canada; • be in continuous operation for at least ten years.
E-learning Institutions	<p>E-learning Institutions must meet the following additional criteria:</p> <p>A Canadian e-learning post-secondary educational institution must meet one of the following criteria:</p> <ul style="list-style-type: none"> (i) the institution has programs that meet the eligibility criteria as defined by federal, provincial, and territorial legislation with respect to post-secondary education; (ii) be approved by one of the Canadian quality assurance bodies; (iii) have an equivalent on-site offering of the course or program of study; (iv) demonstrates that academic credits, or credit hours earned through the course or program of study are transferable to a designated public post-secondary educational institution located within the same province/territory; <ul style="list-style-type: none"> ▶ The transferability of credits must be outlined in either articulation agreements between the two post-secondary educational institutions, or in provincial Transfer Guides. <p>An international e-learning post-secondary educational institution must meet one of the following criteria:</p> <ul style="list-style-type: none"> (i) be approved for Title IV funding by the US Department of Education; (ii) be approved by one of the Canadian quality assurance bodies; (iii) in receipt of an acceptable rating in a full institutional audit conducted by the United Kingdom Quality Assurance Agency for Higher Education within the last 5 years. <p>All e-learning post-secondary educational institutions must:</p> <ol style="list-style-type: none"> 1. require a minimum of 20 hours per week of student activity or participation, in the case of career/vocational/technical programs of study; and 2. actively monitor student participation and maintain contact with students in order to ensure that minimum course load requirements are maintained; and 3. demonstrate that its courses or programs of study and monitoring activities meet these guidelines; and 4. provide specific program of study/course start and end dates.

Designation of Programs

While Saskatchewan Advanced Education and Employment designates at the institutional level, it is the responsibility of the institution to ensure that individual programs meet all of the following criteria:

- Eligible programs must:
 - ▶ lead to a certificate, diploma or degree;
 - ▶ be at least 12 weeks in length;
 - ▶ require a minimum of 20 hours per week of student participation activity for career/vocational/technical institutions.

The following provides clarification on certain types of programs:

- Students in correspondence, distance education or other programs with a non-traditional form of delivery may be considered full-time students if they meet all eligibility criteria and the Educational Institution is designated for student loan purposes.
- Practicums/internships which are a requirement of a program before the diploma/degree/certificate is granted, and which are an essential element of the program, are eligible for assistance providing the practicum/internship is considered by the Educational Institution as full-time post-secondary study and the student earns full-time equivalent credit hours.
- Individuals in periods of practical training required for acceptance in a professional corporation or for the practice of any trade or profession (such as medical/internship/residency, dietetic internship or legal articling) are not full-time students for student loan purposes.
- The educational institution makes the determination as to whether or not the co-op student is in full-time study but credit hours/units need not be the benchmark for this determination. These work terms will be counted when determining the duration of course limit, the lifetime limit of 340 weeks and the satisfactory scholastic standard will apply if the student receives loans or interest-free while participating in the work term.

SECTION 3: AUTHORIZED OFFICIALS

Authorized Official(s) of Educational Institutions

One of the responsibilities of Educational Institutions in the student loan process is to appoint an individual or individuals who are responsible for signing student loan forms on behalf of the Educational Institution, specifically:

- *Certificate of Eligibility (Schedules 1) Canada Student Loan and Saskatchewan Student Loan Agreement*
- *Certificate of Eligibility Part-time Student Loans Schedule 1A*
- *Schedule 2 Interest-Free Certificate (Confirmation of Enrolment)*
- *Program Information Form*
- *Applications for Part-Time Student Assistance*
- *Confirmation of Enrolment for Canada and Saskatchewan Study Grants*

It is essential that these individuals have a comprehensive understanding of the interaction between Educational Institutions and the student loan process. In addition, an Authorized Official should have access to the records of the individual student borrower. This is critical to the Authorized Official's ability to fulfill the Educational Institution's administrative responsibilities with respect to student assistance and to protect the Educational Institution's student loan designation status.

Educational Institutions must inform Student Financial Assistance Branch of these Authorized Officials immediately upon their appointment, as well as the names of the individuals who no longer have this authority by completing a Signing Authority Form.

The number of Authorized Officials at the Educational Institution should be limited to two staff members. However, it is recognized that some larger multi-campus Educational Institutions may require more than that number.

Signing Authority Form

Please provide the following:

- Name of the Educational Institution;
- Date Completed;
- Printed name(s), titles(s) and specimen signature(s) of Authorized Officials at the Educational Institution who have signing authority for student loan documentation;
- Name(s) of individuals who no longer have signing authority and the date on the original Signing Authority Form which established that/those individual(s) authority;
- Principal's name and signature; and
- The Educational Institution's full address and stamp/seal.



Saskatchewan
Advanced Education
and Employment

Student Financial Assistance Branch
4635 Wascana Parkway
Box 650
Regina SK S4P 3A3
(306) 787-0923
1-800-597-8278

Canada

Signing Authority

For Post-Secondary Schools designated for
Canada-Saskatchewan Integrated Student Loans

School Name: Any Career College Date: August 21, 2006

The following person(s) has (have) signing authority for the above school for all student loan documents:

1. John Official Registrar
Name Title

* John Official
Signature Specimen

2. Mary Smith Student Counsellor
Name Title

* Mary Smith
Signature Specimen

Please delete the following name(s) from the Signing Authority dated June 19, 2006

1. Karen Jones 2. Mary Brown

Approved by:

Fred Marks

Signature of Principal

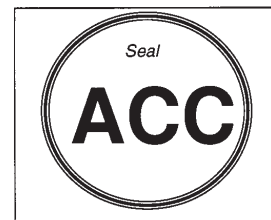
Fred Marks

Name of Principal

123 Loney Street

Anytown, Sask. S0K 0P0

Address/Location of School



School seal or stamp
must be placed in space above

Return this completed form to Student Financial Assistance Branch at the above address and retain a copy for your records. **IF ANY CHANGES TO THE ABOVE INFORMATION OCCUR, PLEASE FORWARD A REVISED FORM IMMEDIATELY TO THE ABOVE ADDRESS.**

Only individuals approved by these Signing Authority forms may sign student assistance documents on behalf of your school. Complete additional Signing Authority forms if you require more space.

SECTION 4: CANADA-SASKATCHEWAN INTEGRATED STUDENT LOANS PROGRAM

Program Information Form

This form is included in the Application Kit and must be completed by an Authorized Official of the Educational Institution only if the student will be taking one of the following:

- Any program at any school located outside Saskatchewan;
- Any program at a private school located in Saskatchewan (e.g., private vocational schools, private religious schools);
- Any competency-based program at Woodland Campus or Wascana Campus of SIAST;
- With the exception of university programs, any program at a Regional College;
- With the exception of SUNTEP, any program at Gabriel Dumont Institute;
- Any program offered through NORTEP Inc.;
- Any program at the University of Regina, University of Saskatchewan, or SIAST that is not listed in the Table of Schools and Program Codes in the Instructions included with the application package.

The purpose of this form is to provide information on costs and the study period dates of the student's program.

This form does not confirm enrolment. This form will cover a maximum of one academic period (up to a maximum of 52 weeks). Another form must be completed for further academic periods.

The student's application for a Canada-Saskatchewan Integrated Student Loan will not be processed without this form. However, students can submit their application prior to submitting this form.

If any of the program information changes after the Program Information Form is submitted to Student Financial Assistance Branch, the Educational Institution is required to advise Student Financial Assistance Branch immediately by submitting a revised Program Information Form.

Instructions for Authorized Official - Section B

- Educational Institutions enter the School name, Educational Institution Code and address.

Instructions for Authorized Official - Section C

- Educational Institutions enter the name of the Program.
- In the case of Saskatchewan Regional Colleges, if the college is delivering a program supplied by another institution (i.e. a SIAST campus), enter the name of the program along with the supplying institution. If the student is

enrolled in a university program at the college, the student will complete the Program Information Section on the Canada-Saskatchewan Integrated Student Loans Program Application using the information from the Table of School and Program Codes.

- If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date. This period cannot exceed 52 weeks.
- When entering the Year of Program indicate the year the student is enrolled in. For example, if the student is entering the second year of a four-year program, enter of . If the program length is one year or less, enter of .
- Indicate the Level of Study. If the program does not correspond to any of the categories identified, check "Other" and specify.
- Indicate the percentage of a full course load the student will be taking.
- Students attending a program full-time, who have not completed the program in the approved number of weeks, may utilize the 'program plus one' policy.

Tuition and Compulsory Fees

- Tuition is the fee payable for the teaching and instruction received in a post-secondary Educational Institution. Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs and other amounts payable by students to the Educational Institution. These fees are obligatory in connection with their program of study and may include fees payable for membership in professional or other societies.
- The amount to be stated is the total of tuition costs plus all costs of compulsory fees as outlined above which the student is required to pay. Do not include costs of residency/dormitory fees.

Books and Supplies


- Books and Supplies consist of textbooks and expendable supplies, such as notebooks, paper, pens, pencils, typing and photocopying services and other similar supplies required to complete the program of study.

Program Extensions

- Extensions can be provided for students for up to five (5) weeks to complete the program. In cases where a student is being extended, the Educational Institution must complete a new Program Information Form which includes the new end date, any additional tuition and books and supplies costs, and the percentage of the course load. The form must be labeled "Revised".

The student must notify the Student Financial Assistance Branch in writing if they will have any income or additional expense (e.g. day care) during the extension period.

Students who require six (6) weeks or longer to complete the program must complete a new application for student financial assistance along with the Program Information Form.

	Saskatchewan Advanced Education and Employment Student Financial Assistance	4635 Wascana Parkway Box 650 Regina SK S4P 3A3 (306) 787-5620 1-800-597-8278	<h2 style="margin: 0;">2006-2007</h2> <h3 style="margin: 0;">Program Information</h3> <p style="margin: 0;"><i>(For Post-Secondary Programs Only)</i></p>
<p>A. Student: Social Insurance No. <u>6 6 6 5 5 5 4 4 4</u></p> <p>Student No. (if applicable) <u>C 1 2 3 4 5</u></p> <p>Full Name (please print) <u>Steven B. Student</u></p>			For Office Use Only File No. 1234567
<p>Message to Students Following is a summary of the schools and programs that REQUIRE THIS FORM:</p> <ul style="list-style-type: none"> Any program at any school located outside Saskatchewan Any program at a private school located in Saskatchewan (e.g., private vocational schools, private religious schools) Any competency-based program at Woodland Campus or Wascana Campus of SIAST With the exception of university programs, any program at a Regional College With the exception of SUNTEP, any program at Gabriel Dumont Institute Any program offered through NORTEP Inc. Any program at the University of Regina, University of Saskatchewan, or SIAST that is not listed in the Table of Schools and Program Codes. 			
<p>TO BE COMPLETED BY SCHOOL OFFICIAL - See reverse for instructions</p>			
<p>B. School: Name <u>Any Career College</u></p> <p>Address <u>1234 Main Street, Anyplace, SK S4P 3V7</u></p>		<p>Educational Institution Code <u>C X X X</u></p>	
<p>C. Program: Name <u>Marketing</u></p>			
<p>Program Start and End Dates: THIS PERIOD CANNOT EXCEED 52 WEEKS</p>			
<p>Start Date <u>08 AUG 2006</u></p> <p style="font-size: small; text-align: center;">Day Month Year</p>		<p>End Date <u>27 APR 2007</u></p> <p style="font-size: small; text-align: center;">Day Month Year</p>	
<p>Program Level of Study. Check (✓) the applicable box. <input type="checkbox"/> Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's Degree</p> <p><input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Other. Specify _____</p> <p>Year <u>2</u> of a <u>2</u> year program</p> <p>Percentage of a course load this student will be taking: <u>100</u> % course load</p>			
<p>D. Is this student taking this program by correspondence, distance education or internet studies? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>Tuition/Book Costs: give the following amounts in <u>Canadian</u> currency.</p> <p>Cost of Tuition and Compulsory Fee \$ <u>4446</u> Cost of Books and Supplies \$ <u>450</u></p>			
<p>Please notify Student Financial Assistance Branch promptly if any of this program information changes.</p>			
<p>J. Official _____ Signing Official's Name (print) Registrar _____ Signing Official's Title (print) (306) 999-8888 _____ Signing Official's Telephone Number</p>		<p style="text-align: center;">X J. Official _____ Signature of Signing Official</p> <p style="text-align: center;">31 Aug 2006 _____ Date</p> <p style="text-align: center;">jofficial@college.ca _____ Email Address</p>	

**Schedule 1
Certificate of
Eligibility**

A student borrower who is eligible to receive Canada-Saskatchewan Integrated Student Loan assistance will receive 4 copies of the Schedule 1 - Certificate of Eligibility and Provincial Loan Agreement.

**Confirmation of
Enrolment**

REMINDER: The signature date on Schedule 1 may not be more than 30 days prior to the start date of classes or after the Period of Study End date.

All **4** copies must be taken to the Educational Institution for completion.

An Authorized Official of the Educational Institution must confirm that the student borrower is enrolled at the Educational Institution in the program of study stated on the Schedule, at the post-secondary level as a full-time student for the entire period indicated on the document.

Full time students are defined as follows:

- A full-time student is a student taking at least 60% of a full course load in each semester or term. For example, in undergraduate programs at Saskatchewan universities the student must be enrolled in at least 9 credit hours/units (or equivalent) in each semester/term to be considered full-time for the whole year.
- Students with permanent disabilities taking at least 40% of a full course load in each term or semester may be considered full-time students for Canada-Saskatchewan Integrated Student Loans. The Authorized Official must ask the student to provide the student's assessment letter which will confirm approval by the Student Financial Assistance Branch for reduced course load.
- For student loan purposes, no averaging of course loads is permitted. If a student takes an 80% course load in the first term/semester and a 40% course load in the second term/semester, the course load cannot be averaged to equal 60%.
- The student's program of studies must lead to a certificate, diploma or degree.
- If the full course load consists of classes from more than one Educational Institution, the student must make arrangements with one of the Educational Institutions to confirm that his/her combination of course enrolments is the equivalent of a full-time registration at that Educational Institution. This may be the Educational Institution from which the student is taking the most classes. Information about dual registration is available from the universities, SIAST campuses and regional colleges in Saskatchewan.

The Authorized Official must review the following:

- Program of Studies;
- Institution Code;
- Number of weeks of studies;
- Name and Address of Approved Educational Institution;
- Period of Study Start Date; and
- Period of Study End Date.

NOTE: Ensure that the student has reviewed their personal information and that their name, date of birth and SIN are correct on the Schedule 1.

If any of the information is not correct or the student has enrolled in only part of the period of study listed, with the exception of the student's address, return all four copies to the student. The student must return the copies to Student Financial Assistance Branch for correction.

NOTE: If the student's address is not correct, they must inform both Student Financial Assistance Branch and the NSLSC of their new address.


Do not make changes on the document. Any correction invalidates the document and the student borrower cannot negotiate the loan.

The Authorized Official of the Educational Institution must complete the Confirmation of Enrolment by providing:

- The area code and telephone number of the Authorized Official; and
- The Instructions, if any, to National Student Loans Service Centre on payment of the Canada Student Loan portion of the Canada-Saskatchewan Integrated Student Loan, the Canada Access Grant for Students from Low Income Families and the Canada Access Grant for Students with Permanent Disabilities. The Authorized Official signing the Schedule 1 may instruct the National Student Loans Service Centre to forward an amount that is not greater than the sum of the Canada Student Loan and Canada Access Grants to pay for tuition and related fees.

The Authorized Official must sign and date the Schedule. The signature date cannot be:

- More than 30 days prior to the Period of Study Start Date; or
- After the Period of Study End Date.

If the student is attending an off-campus program, an official of the  campus Educational Institution may confirm enrolment if authorized to do so by the home institution.

The Educational Institution will retain Copy 3 (yellow) and return copies of the document to the student borrower.

Section 4: Canada-Saskatchewan Integrated Student Loans Program

Certificate of Eligibility (Schedule 1) Canada Student Loan and Saskatchewan Student Loan Agreement					
STUDENT INFORMATION - TO BE COMPLETED BY SASKATCHEWAN STUDENT FINANCIAL ASSISTANCE BRANCH					
Student Name and Address (mailing) MARTIN K. STUDENT 1234 GREEN COURT ANYPLACE SK S3N 0W0	Permanent Address (if different from mailing) Box 123 ANYTOWN SK S0S 0S0	Social Insurance Number 101 010 101 Date of Birth (dd/mm/yyyy) 01 08 1980 Telephone Number (mailing) 999-8888 Telephone Number (permanent) 999-8889			
CERTIFICATE OF ELIGIBILITY - TO BE COMPLETED BY SASKATCHEWAN STUDENT FINANCIAL ASSISTANCE BRANCH					
Student ID or enrolment #	File Number	Control #	Program of Studies	INST. CODE F.O.S. CODE	# of Weeks of Study
0001001	1234567	0001	Graphic Arts	CXXX	27
Name and Address of Designated Educational Institution ANY COLLEGE BOX 234567 ELSEWHERE SK S6B 2N4			National Student Loans Service Centre (NSLSC) and address PRIVATE INSTITUTIONS DIVISION P.O. BOX 770, STATION U TORONTO ON M8Z 5P9		
This certifies that the above-named student qualifies for the issuance of this certificate as a Full-time Student in accordance with <i>The Student Assistance and Student Aid Fund Act, 1985</i> and the <i>Canada Student Financial Assistance Act and Regulations</i> as amended from time to time.			Canada Student Loan (CSL) CAD \$ \$4455 Saskatchewan Student Loan (outlined in attached Assessment letter) CAD \$ \$2970 Canada Access Grant for Students with Permanent Disabilities CAD \$ \$500 Canada Access Grant for Students from Low Income Families CAD \$ \$1000 CSL Disbursement Date (loans not negotiable before this date) 01 08 06 Period of Study Start Date 01 08 06 Period of Study End Date (PSED) (loans not negotiable after this date) 29 12 06 Issue Date 30 05 06		
Saskatchewan Advanced Education and Employment Saskatchewan Student Financial Assistance Branch 4635 Wascana Parkway, Box 650, REGINA SK S4P 3A3 _____ SIGNATURE OF APPROPRIATE AUTHORITY Executive Director					
CONFIRMATION OF ENROLMENT - TO BE COMPLETED BY DESIGNATED EDUCATIONAL INSTITUTION					
This is to confirm that the above-named student is enrolled as a Full-time Student as defined by <i>The Saskatchewan Student Direct Loans Regulations, Canada Student Financial Assistance Act (CSFAA) and Regulations</i> and the <i>Canada Student Loans Act (CSLA) and Regulations</i> at this institution in the above program for the period of study indicated above. We agree to promptly notify the Saskatchewan Student Financial Assistance Branch (SFAB) if the student ceases to be a Full-time Student before the Period of Study End Date by completing Copy 3 of this Certificate of Eligibility/Student Loan Agreement or other mutually agreed upon document and forwarding it to the Saskatchewan Student Financial Assistance Branch.				Instructions, if any, to National Student Loans Service Centre: Remit this amount to the Educational Institution listed above CAD \$ 4455	
J. Official _____ Signature of Authorized Official of the Educational Institution		(306) 888-7778 _____ Area code and telephone number *(valid for only 30 days after date signed but not beyond Period of Study End date)		Day / Month / Year 29 07 06 _____ Date Signed	
ELECTRONIC FUNDS TRANSFER - TO BE COMPLETED BY STUDENT					
I request that the NSLSC deposit my loan proceeds into my bank account I currently hold or jointly hold in my name and the name of another, as follows:					
Transit Number and Bank ID					
_____ Transit Number		_____ Bank ID		_____ Account Number - Refer to the bottom of your Personal Cheque	
PLEASE ATTACH A SAMPLE VOID CHEQUE					
Name of Financial Institution _____ Branch Address _____					
CONSENT AND CERTIFICATION - OBTAINED ON SIGNATURE OF STUDENT BELOW					
Canada Student Loan 1. I authorize the federal government, appropriate authority, educational institution, and payor to collect, use and disclose data and information related to any of my student loans that I may have for the purposes of carrying out their duties under, and the administration and enforcement of the CSFAA and CSLA. 2. I authorize my designated educational institution listed in Certificate of Eligibility above, to forward to the Minister any refund of fees that have been paid with the proceeds of my Direct Loans or any Canada Access Grants, authorized by this Certificate of Eligibility for credit against any Direct Loans I may have. 3. If I entered into any Agreements under the CSLA, the CSFAA, with Lenders, the Minister or signed any Promissory Notes while I was a minor, I hereby ratify those Agreements and Notes. If I withdraw from studies I may be asked to repay the Canada Access Grant amount.					
Saskatchewan Student Direct Loan I authorize: (a) all corporations, institutions (including financial and educational institutions), organizations, governments, government agencies and individuals ("others") to release to Canada, the National Student Loans Service Centre and Saskatchewan, and (b) Canada, the National Student Loans Service Centre and Saskatchewan to collect, use and disclose to each other and to others, any of my personal information (including but not restricted to income tax information, my social insurance number and personal health information) required by Canada or Saskatchewan for the administration and collection of my loans and for the purposes of improving government programs and services relating to education, personal counseling, training and employment including financial benefits and statistical analysis associated with such programs and services. I acknowledge that my personal information is being collected for the purposes described in this paragraph. I agree that: (a) all information on this Schedule 1 as of the date I sign it is accurate and complete and that Saskatchewan is relying on such information to make this loan to me, and (b) Saskatchewan may hire others to collect this loan or any of my past loans under the Provincial Act and Regulations (my Loans) or assign my loans to others.					
STUDENT LOAN AGREEMENTS; TERMS AND CONDITIONS APPLICABLE TO MY DIRECT LOANS AND MY SASKATCHEWAN STUDENT DIRECT LOANS (SEE ATTACHED): AGREEMENT OBTAINED ON SIGNATURE OF STUDENT BELOW AFTER READING THE TERMS AND CONDITIONS OF THESE AGREEMENTS.					
This Direct Loan agreement (hereinafter referred to as "Agreement") is between Her Majesty the Queen in Right of Canada as represented by the Minister of Human Resources and Skills Development to be styled Minister of Human Resources and Social Development (hereinafter referred to as "Minister") and I, as identified in the Student Information section (hereinafter referred to as "I" or "Me"). This Saskatchewan Student Direct Loan Agreement is between Her Majesty in Right of Saskatchewan as represented by the Minister of Advanced Education and Employment (hereinafter referred to as "Saskatchewan") and I, as identified in the Student Information section (hereinafter referred to as "I" or "Me").					
BORROWER'S ACKNOWLEDGEMENT AND SIGNATURE - (to be completed by the student after reading Consent and Certification and all of the Terms and Conditions of the Agreement)					
I hereby, 1. provide the consents, certifications, and ratifications outlined in the Consent and Certification, above; 2. acknowledge receipt of a completed copy of this Agreement and agree to be bound by all the Terms and Conditions set out in this Agreement; and 3. agree with Saskatchewan to be bound by the Terms and Conditions of my Saskatchewan Student Direct Loan Agreement contained in page 3 of this document.					
M. Student _____ Signature of Borrower				July 27, 2006 _____ Date	
DISTRIBUTION: COPY 1 (white): forwarded by Borrower to the National Student Loans Service Centre (see Page 3 for address) COPY 2A (blue): forwarded by Borrower to previous Canada Student Loan lender for confirmation of enrolment COPY 3 (yellow): retained by Educational Institution COPY 4 (pink): retained by Borrower					
FS081-0106					

Discontinuations

If a student borrower ceases to be a full-time student before the Period of Study End Date indicated on the Schedule 1, the Educational Institution must complete the Note to the Educational Institution portion of Copy 3 of the Schedule 1.

A student is considered to be discontinued if the student:

- States verbally or in writing that he/she is quitting the Educational Institution;
- Is expelled by the Educational Institution;
- Fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons;
- Change in program within the same Educational Institution;
- Change in Educational Institution;
- Successfully completes the program of studies before the scheduled program end date;
- Drops below 90% of regular attendance for any two calendar months.
- Drops below 60% of a full course load.

In cases where a student is considered discontinued because of poor attendance, the discontinuation date will be the last day of the second month where attendance was below 90%. In all other cases the discontinuation date is the date the student last attended classes.

The Authorized Official must:

- Indicate the reason for the discontinuation by checking the appropriate box;
- Complete the date the student ceased to be a full-time student; and
- Sign the document.

The completed document must be sent to the Student Financial Assistance Branch within 30 days of the discontinuation date.

CHANGE IN STUDENT STATUS NOTICE - TO BE COMPLETED BY EDUCATIONAL INSTITUTION	
Note to the Educational Institution:	
If this student's status changes before the period of study end date indicated above, complete the following and send to Saskatchewan Student Financial Assistance Branch.	
Change in Student Status (check box)	Send Notification to
<input type="checkbox"/> Student is now enrolled in less than 60% of a full course load <input checked="" type="checkbox"/> Withdrew from institution <input type="checkbox"/> Early Completion	Saskatchewan Student Financial Assistance Branch Saskatchewan Advanced Education and Employment 4635 Wascana Parkway, Box 650, Regina SK S4P 3A3
Day 09 / Month 11 / Year 2006	J. Official
Date of Change in Student Status	Signature of Authorized Official

Tuition Fee Refunds

All tuition refunds must be made payable to the National Student Loans Service Centre and returned within 30 days of the date that the student discontinued a course or the program.

The only exception to this policy is for students who are enrolled in two Educational Institutions and drop credits at one institution and pick up credits at the other institutions. In this case, the tuition refund can be made payable to either the other Educational Institution or the student.

**Schedule 2
Interest-Free
Certificate**

Student borrowers who are enrolled in full time studies but do not require additional student loan assistance, are eligible to have their prior student loans remain in interest free status while attending studies.

In these cases, the student borrower must complete a *Canada-Saskatchewan Schedule 2 Interest Free Certificate (Confirmation of Enrolment)*.

All **5** copies must be taken to the school for completion of the *Confirmation of Enrolment* section.

An Authorized Official of the Educational Institution must confirm enrolment. If the student borrower has not entered the information regarding the number of weeks of study, the Authorized Official must enter this information.

It is critical that the information is correct. If incorrect, another *Schedule 2* must be completed.

The Schedule 2 can only cover one academic period of up to 66 weeks.

The Authorized Official must indicate the:

- Name and address of the approved Educational Institution;
- Educational Institution Code;
- The institution type (private or public);
- Period of Study Start and End Dates.

The Authorized Official must sign and date the document. Stamping with the Educational Institution stamp is not acceptable.

If a student is attending an off-campus program, an official of the off-campus Educational Institution may confirm enrolment if authorized to do so by the home institution.

The Schedule 2 cannot be signed earlier than 30 days before the Period of Study Start Date or after the Period of Study End Date.

When the Schedule 2 is completed, the Educational Institution will retain Copy 3.

Discontinuations

If a student borrower ceases to be a full-time student before the Period of Study End Date indicated on the Schedule 2, the Educational Institution must complete the Note to the Educational Institution portion of Copy 3 of the Schedule 2.

A student is considered to be discontinued if the student:

- States verbally or in writing that he/she is quitting the Educational Institution;
- Is expelled by the Educational Institution;
- Fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons;
- Change in program within the same Educational Institution;
- Change in Educational Institution;
- Successfully completes the program of studies before the scheduled program end date;
- Drops below 90% of regular attendance for any two calendar months.
- Drops below 60% of a full course load.

In cases where a student is considered discontinued because of poor attendance, the discontinuation date will be the last day of the second month where attendance was below 90%. In all other cases the discontinuation date is the date the student last attended classes.

The Authorized Official must:

- Indicate the reason for the discontinuation by checking the appropriate box;
- Complete the date the student ceased to be a full-time student; and
- Sign the document.

The completed document must be sent to the Student Financial Assistance Branch within 30 days of the discontinuation date.

Note to the Educational Institution	
<i>Complete if student ceases to be a Full-time Student before the Period of Study End Date indicated and send to Saskatchewan Student Financial Assistance Branch.</i>	
<input type="checkbox"/> Has discontinued attendance.	
<input checked="" type="checkbox"/> Is no longer enrolled in sufficient classes to be considered a Full-time Student.	
<input type="checkbox"/> Has completed the course early.	
11 09 2006	J. Official
Date of ceasing full-time study	Signature of Official

SECTION 5: CANADA STUDENT LOANS PROGRAM FOR PART-TIME STUDIES

Application Form for Part-time Canada Student Loan

The Authorized Official must indicate the following in *Section F* of the *Application Form*:

- Period of study start date and end dates;
- Cost of tuition and compulsory fees;
- Cost of books and equipment;
- Percentage of a full course load which the student is enrolled;
- Number of weeks of study;
- Hours of class time the student will have each week;
- The level of study;
- The faculty/division of the program.

The Authorized Official should review *Section E - Program Information* to ensure the student has completed it accurately. If the student has not completed *Section E* accurately, the Authorized Official should revise the information in this section.

The Authorized Official must provide his/her name, title, telephone number, sign and date the application.

Section 5: Canada Student Loans Program for Part-time Studies

E. PROGRAM INFORMATION			
What is the name of the post-secondary institution you plan to attend? Any College		What campus, college or city of this institution will you be attending? (If applicable) Any City	
		What is your program of study? (If applicable) Basic Marketing	
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	
Basic Economics	BEcon.100	in-class	
Introduction to marketing	IntroM 101	in-class	
F. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION			
Period of studies commencement date yyyy/mm/dd 2006 09 04	Period of studies end date yyyy/mm/dd 2006 12 15	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of studies? \$ 427.50	What are the applicant's book and equipment costs for the period of studies? \$ 175
What is the applicant's percentage of a full course load? 50%	Number of weeks of study 17	How many hours of class time will the applicant have each week (do not include any lab times)? 10	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 checked="" type="checkbox"/> Certificate <input type="checkbox"/> Master's degree
What faculty / division is the program considered to be in?			
<input checked="" type="checkbox"/> Administration / Business		<input type="checkbox"/> Community Service	<input type="checkbox"/> Health Sciences
<input type="checkbox"/> Agriculture / Related Sciences		<input type="checkbox"/> Dentistry	<input type="checkbox"/> Law
<input type="checkbox"/> Arts / Sciences		<input type="checkbox"/> Engineering / Technology	<input type="checkbox"/> Medicine
		<input type="checkbox"/> Theology	<input type="checkbox"/> Trades
		<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 An Official		Title Registrar	Telephone No. 999-8888
Signature of Authorized Officer An Official		Date yyyy/mm/dd 2006 09 02	
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 \$		TOTAL ASSISTANCE AUTHORIZED	
Child Care \$		Part-time CSL approved \$	
Miscellaneous \$		Provincial part-time loan approved \$	
TOTAL EXPENSES \$		HNPT CSG approved NOTE: Cannot exceed \$1,200 per loan year. \$	
		Provincial grant approved \$	
Comments			

**Certificate of Eligibility
Schedule 1A -
Part-time Canada
Student Loans
Program**

A student borrower who is eligible to receive Part-Time Canada Student Loan assistance will receive 4 copies of the *Schedule 1A - Certificate of Eligibility*.

All **4** copies must be taken to the Educational Institution for completion.

**Confirmation of
Enrolment**

The Authorized Official must review the following:

- Name and Address of Educational Institution;
- Institution Code;
- Number of Weeks of Study;
- Course Load Percentage; and
- Period of Study End Date.

If any of the information on the certificate is incorrect, do not make any corrections on the certificate. Any changes invalidate the document. The altered certificate cannot be negotiated by the student. Return the unsigned certificate to the student with instructions to return it to Student Financial Assistance Branch for revision.

The Authorized Official must sign and date the document and indicate his/her name, telephone number and title in the appropriate places.

All **4** copies of the document must be returned to the student.

Once the Educational Institution has confirmed the student's enrolment on the *Schedule 1A - Certificate of Eligibility*, the student borrower will negotiate the loan. The National Student Loan Service Centre will forward Copy 3A of Schedule 1A to the Educational Institution after the student negotiates the loan.

Section 5: Canada Student Loans Program for Part-time Studies

Human Resources and Skills Development Canada / Ressources humaines et Développement des compétences Canada		CANADA STUDENT LOANS PROGRAM PROGRAMME CANADIEN DE PRÊTS AUX ÉTUDIANTS				PROTÉGÉ UNE FOIS REMPLI PROTEGÉ UNE FOIS REMPLI			
CERTIFICATE OF ELIGIBILITY PART-TIME STUDENT LOANS CERTIFICAT D'ADMISSIBILITÉ POUR PRÊTS D'ÉTUDES À TEMPS PARTIEL		PROVINCIAL USE À L'USAGE DE LA PROVINCE 000001	PROV. 1A	SOCIAL INSURANCE NUMBER N° D'ASSURANCE SOCIALE SK 100100001					
PLEASE PRESS FIRMLY / VEUILLEZ BIEN APPUYER									
CERTIFICATE OF ELIGIBILITY - TO BE COMPLETED BY APPROPRIATE AUTHORITY CERTIFICAT D'ADMISSIBILITÉ - À REMPLIR PAR L'AUTORITÉ COMPÉTENTE									
SURNAME OF STUDENT - NOM DE FAMILLE DE L'ÉTUDIANT STUDENT				GIVEN NAMES OF STUDENT - PRÉNOMS DE L'ÉTUDIANT JOHN					
CURRENT ADDRESS ADRESSE ACTUELLE 1234 ANYPLACE CORNER ANYTOWN SK S0N 0N0				DATE OF BIRTH DATE DE NAISSANCE Y - A M D - J 1969 08 08	SEX SEXE M	MARITAL STATUS ÉTAT MATRIMONIAL <input type="checkbox"/> MARRIED - MARIÉ(E) <input checked="" type="checkbox"/> SINGLE - CÉLIBATAIRE <input type="checkbox"/> OTHER - AUTRE	INST. CODE CODE DE L'ÉTABLISSEMENT CXXX	F/S CODE CODE DU DOM. D'ÉT. 15	
NAME AND ADDRESS OF EDUCATIONAL INSTITUTION NOM ET ADRESSE DE L'ÉTABLISSEMENT D'ENSEIGNEMENT ANY COLLEGE ANYPLACE SK S0N 0N1				NO OF WEEKS Nbre DE SEMAINES 17	COURSE LOAD COURS NECESSAIRE 25	PERIOD OF STUDIES FIN DE LA PÉRIODE D'ÉTUDES Y - A M 2006 12	NOT VALID AFTER THIS DATE N'EST PLUS VALIDE APRÈS CETTE DATE		
LOAN AUTHORIZATION - AUTORISATION DE PRÊT									
PERMANENT ADDRESS ADRESSE PERMANENTE PARENT, JOHN ANY CITY SK S3M 0P4				PREVIOUS LOAN(S) PRÊT(S) ANTÉRIEUR(S) <input type="checkbox"/> YES / OUI <input checked="" type="checkbox"/> NO / NON	NOT TO BE ADVANCED BEFORE AUCUNE AVANCE AVANT Y - A M D - J 2006 11 09				
NAME, TITLE AND TELEPHONE NO. OF APPROPRIATE AUTHORITY NOM, TITRE ET NUMÉRO DE TÉLÉPHONE DE L'AUTORITÉ COMPÉTENTE G Official Student Financial Assistance Branch Saskatchewan Advanced Education and Employment 787-5620				This certifies that the above-named student qualifies for the issuance of this Certificate in accordance with the Canada Student Financial Assistance Act and Regulations. La présente atteste que l'étudiant susmentionné possède les qualités requises, au sens de la Loi fédérale et du règlement fédéral sur l'aide financière aux étudiants, pour obtenir la délivrance du présent certificat.				AMOUNT - MONTANT(CAD) Part-Time Student Loans Prêt d'études à temps partiel → \$CAD 1800 .XX Canada Access Grant for Students with Permanent Disabilities Subvention canadienne d'accès pour étudiants ayant une incapacité permanente → \$CAD .XX	
CONFIRMATION OF ENROLMENT - TO BE COMPLETED BY EDUCATIONAL INSTITUTION CONFIRMATION D'INSCRIPTION - À REMPLIR PAR L'ÉTABLISSEMENT D'ENSEIGNEMENT This is to confirm that the above-named is enrolled as a part-time student at the institution identified on this Certificate in a course or courses during the confirmed period of studies. Je confirme par les présentes que l'étudiant susmentionné est inscrit à temps partiel à l'établissement identifié sur ce certificat pour y suivre un ou plusieurs cours pendant la période d'études confirmée. K Official SIGNATURE OF AUTHORIZED OFFICER OF THE EDUCATIONAL INSTITUTION SIGNATURE DE L'AGENT AUTORISÉ DE L'ÉTABLISSEMENT D'ENSEIGNEMENT				SIGNATURE OF APPROPRIATE AUTHORITY SIGNATURE DE L'AUTORITÉ COMPÉTENTE G Official DATE SIGNED - SIGNÉE LE Y - A M D - J 2006 09 06				TEL. NO. - N° DE TÉL. 999-8888	
CONFIRMATION OF ENROLMENT VALID FOR ONLY 30 DAYS FROM THIS DATE - VOID AFTER THE PERIOD OF STUDIES END DATE CETTE CONFIRMATION D'INSCRIPTION EST VALIDE : 30 JOURS DE CETTE DATE SEULEMENT - NUL APRÈS LA FIN DE LA PÉRIODE D'ÉTUDES									
CONSENT AND CERTIFICATION - TO BE COMPLETED BY STUDENT CERTIFICATION ET CONSENTEMENT - À REMPLIR PAR L'ÉTUDIANT									
I certify that all the information on this document is correct as of the date indicated below. I certify that I have read and I understand the "Instructions to Students" overleaf and agree to comply with them. J'atteste que tous les renseignements indiqués sur le présent document sont exacts à la date indiquée ci-dessus. J'ai lu et compris les «Instructions à l'étudiant» qui se trouvent au verso et je consens à m'y conformer.				All funds are in Canadian currency Tous les montants indiqués sont en devise canadienne					
I authorize the Government of Canada and the National Student Loans Service Centre to disclose to and obtain from any other consumer credit grantors, credit bureaus or credit reporting agencies all particulars and information relating to my CSLs and CSFALs. I authorize any educational institution I have attended, any appropriate authority, or any employer, to release to the Government of Canada, its agents or the National Student Loans Service Centre whatever information they need to locate me. J'autorise le gouvernement du Canada et le Centre de service national de prêts aux étudiants à communiquer à tout autre fournisseur de crédit à la consommation, agence d'évaluation du crédit ou service d'information financière, tous les détails et renseignements se rapportant à mes PEC et mes PCAF et à se renseigner auprès d'eux à cet égard. J'autorise tout établissement d'enseignement que j'ai fréquenté, toute autorité compétente ou tout employeur à divulguer au gouvernement du Canada, à ses agents ou au Centre de service national de prêts aux étudiants tout renseignement dont ils peuvent avoir besoin pour trouver mon adresse.				EFFECTIVE DATE OF TRANSACTION DATE D'ENTRÉE EN VIGUEUR DE LA PRÉSENTE OPÉRATION Y - A M D - J					
I authorize the Government of Canada, appropriate authority, educational institution, and the National Student Loans Service Centre to collect, use and disclose data and information related to any of my CSLs and CSFALs that I may have for the purposes of carrying out their duties under, and the administration and enforcement of the CSLP. J'autorise le gouvernement du Canada, l'autorité compétente, l'établissement d'enseignement et le Centre de service national de prêts aux étudiants à réunir, à utiliser et divulguer des données et renseignements se rapportant à n'importe quel PCAF ou PEC que je pourrais détenir aux fins de l'exercice de leurs responsabilités en vertu du PCPE et de l'administration de l'exécution de celui-ci.				AMOUNT OF DIRECT LOAN DISBURSEMENT MONTANT VERSÉ SOUS FORME DE PRÊT DIRECT \$CAD .XX					
If I have entered into any CSL agreements or CSFAL agreements while a minor, I hereby ratify those agreements. Si j'ai conclu toute entente pour un prêt canadien d'études ou toute entente pour un prêt canadien d'aide financière lorsque j'étais mineur, je ratifie les dites ententes par la présente.				AMOUNT BROUGHT FORWARD FROM PREVIOUS DIRECT LOANS MONTANT REPORTÉ DES PRÊTS DIRECTS ANTERIEURS \$CAD					
Do you intend to apply for a determination as a person with a disability? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non				TOTAL OF DIRECT PART-TIME LOANS TOTAL DE TOUS LES PRÊTS DIRECTS À TEMPS PARTIEL \$CAD					
STUDENT'S SIGNATURE SIGNATURE DE L'ÉTUDIANT John Student				DATE September 6, 2006					
NSLSC ID NUMBER NUMÉRO D'IDENTITÉ CSNPE				1406365					
SDE- 0002-05-05 COPY 3 - TO BE SENT BY NSLSC TO THE CSLP / COPIE 3 - À ENVOYER PAR LE CSNPE AU PCPE COPY 3A - TO BE SENT BY NSLSC TO EDUCATIONAL INSTITUTION / COPIE 3A - À ENVOYER PAR LE CSNPE À L'ÉTABLISSEMENT D'ENSEIGNEMENT COPY 2 - TO BE GIVEN TO STUDENT BY NSLSC 2 / COPIE 2 - À REMETTRE PAR LE CSNPE À L'ÉTUDIANT COPY 1 - TO BE RETAINED BY NSLSC / COPIE 1 - À CONSERVER PAR LE CSNPE									

Discontinuations

If a student borrower ceases to be a part-time student before the Period of Study End Date indicated on the Schedule 1A, the Educational Institution must complete the Note to the Educational Institution portion of Copy 3A of the Schedule 1A.

A student is considered to be discontinued if the student:

- States verbally or in writing that he/she is quitting school;
- Is expelled by the Educational Institution;
- Fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons;
- Change in program within the same Educational Institution;
- Change in Educational Institution;
- Successfully completes the program of study before the scheduled program end date.

The completed document must be sent to the NSLSC.

CONSENT AND CERTIFICATION - TO BE COMPLETED BY STUDENT CERTIFICATION ET CONSENTEMENT - À REMPLIR PAR L'ÉTUDIANT							
NOTE TO EDUCATIONAL INSTITUTION - NOTE À L'ÉTABLISSEMENT D'ENSEIGNEMENT							
<p>If this student ceases to be a part-time student before the period of studies end date indicated above, complete and send this form to:</p> <p>FOR PUBLIC EDUCATIONAL INSTITUTIONS National Student Loans Service Centre P.O. Box 4030 Mississauga, Ontario L5A 4M4</p> <p>FOR PRIVATE EDUCATIONAL INSTITUTIONS National Student Loans Service Centre P.O. Box 779 Station U Toronto, Ontario M8Z 5P9</p>	<p>Si l'étudiant cesse d'étudier à plein temps avant la fin de la période susmentionnée, veuillez compléter ce formulaire et le faire parvenir à l'adress suivante:</p> <p>DANS LE CAS D'UN ÉTABLISSEMENT D' ENSEIGNEMENT PUBLIC Centre de service national de prêts aux étudiants C.P. 4030 Mississauga (Ontario) L5A 4M4</p> <p>DANS LE CAS D'UN ÉTABLISSEMENT D'ENSEIGNEMENT PRIVÉ Centre de service national de prêts aux étudiants C.P. 779, Succursale U Toronto Ontario M8Z 5P9</p>						
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Y-A</td> <td style="padding: 2px 5px;">M</td> <td style="padding: 2px 5px;">D-J</td> </tr> <tr> <td style="text-align: center; font-size: 1.2em;">2006</td> <td style="text-align: center; font-size: 1.2em;">09</td> <td style="text-align: center; font-size: 1.2em;">11</td> </tr> </table> <p style="font-size: 0.8em; margin-top: 5px;">DATE OF WITHDRAWAL DATE DE L'ABANDON</p>	Y-A	M	D-J	2006	09	11	
Y-A	M	D-J					
2006	09	11					
<p style="font-size: 1.5em; font-weight: bold; margin: 0;"><i>G. Official</i></p> <hr style="width: 100%; border: 0.5px solid black;"/> <p style="font-size: 0.8em; margin: 0;">SIGNATURE OF AUTHORIZED OFFICER OF THE EDUCATIONAL INSTITUTION SIGNATURE DE L'AGENT AUTORISÉ DE L'ÉTABLISSEMENT D'ENSEIGNEMENT</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Y-A</td> <td style="padding: 2px 5px;">M</td> <td style="padding: 2px 5px;">D-J</td> </tr> <tr> <td style="text-align: center; font-size: 1.2em;">2006</td> <td style="text-align: center; font-size: 1.2em;">09</td> <td style="text-align: center; font-size: 1.2em;">11</td> </tr> </table> <p style="font-size: 0.8em; margin-top: 5px;">DATE</p>	Y-A	M	D-J	2006	09	11
Y-A	M	D-J					
2006	09	11					

Tuition Fee Refunds

Refund of tuition fees must be payable to the student.

SECTION 6: CANADA AND SASKATCHEWAN STUDY GRANTS

Canada and Saskatchewan Study Grants

The following Canada and Saskatchewan Study Grants are available to student borrowers:

- Canada Access Grant for Students with Permanent Disabilities
- Study Grant for the Accommodation of Students with Permanent Disabilities
- Study Grant for Females Pursuing Doctoral Studies; and
- Study Grant for High Need Part-time Students; and
- Study Grant for Students with Dependents - Part-time Students

Educational Institutions are required to complete the Confirmation of Enrolment Form for all Study Grants.

Confirmation of Enrolment

The Authorized Official must indicate:

- The Educational Institution's name, address and telephone number;
- The start and end dates of the period of study in which the student is enrolled;
- The percentage of a full course load in which the student is enrolled for this period of study.

The name of the Authorized Official and title should be entered in the appropriate areas and the document signed and dated. Do not pre-date or post-date the document.

- This form must not be completed more than 30 days prior to the Period of Study Start Date, or after the Period of Study End Date. The completed form will not be processed by Student Financial Assistance Branch if the Period of Study End Date has passed. The start and end dates of the period of study cannot exceed 52 weeks of study; and
- The completed document should be returned immediately to the student with instructions to sign and date the document in the *Declaration* section and return to Student Financial Assistance Branch.



**Saskatchewan
Advanced Education
and Employment**

Student Financial
Assistance

4635 Wascana Parkway
Box 650
Regina SK S4P 3A3
(306) 787-5620

Confirmation of Enrolment Canada/Saskatchewan Study Grant



IMPORTANT!

- This completed form confirms enrolment for the **Canada/Saskatchewan Study Grant Program only**. The regular process must continue to be followed to confirm enrolment for **student loan purposes**.
- Return this completed document directly to:
Dolores Bedo, Student Financial Assistance Branch,
Saskatchewan Advanced Education and Employment
4635 Wascana Parkway, Box 650, Regina SK S4P 3A3

STUDENT INFORMATION - File No Social Insurance No.
To be completed by Student. Please print clearly

Name of Student Patricia N. Student		
---	--	--

Student's Mailing Address 24 - 27th Avenue Anyplace SK S0N 0N0 Is this a change in your mailing address? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Telephone No: (306) 889-0002	<p style="text-align: center;">Confirmation of Enrolment - to be completed by Educational Institution</p> <p>This is to confirm that the above-named student is enrolled as a full-time or part-time student as defined by the Canada Student Loans Act and the Canada Student Financial Assistance Act at this institution in an approved course of studies for the period of study indicated below. Not to be signed more than 30 days prior to course start date. To be signed only by school official with signing authority for student loan purposes.</p> <p style="text-align: center;">CONFIRMATION CANNOT EXCEED 52 WEEKS OF STUDY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">Period of Study Start Date</td> <td colspan="3" style="text-align: center;">Period of Study End Date</td> </tr> <tr> <td style="text-align: center;">day 05</td> <td style="text-align: center;">month 09</td> <td style="text-align: center;">year 2006</td> <td style="text-align: center;">day 21</td> <td style="text-align: center;">month 04</td> <td style="text-align: center;">year 2006</td> </tr> </table> <p style="text-align: center;">Percentage of full course load <u>50</u> %</p>	Period of Study Start Date			Period of Study End Date			day 05	month 09	year 2006	day 21	month 04	year 2006
Period of Study Start Date			Period of Study End Date										
day 05	month 09	year 2006	day 21	month 04	year 2006								

Name and Address of Next of Kin J.R. Student 123-23rd Avenue Anyplace SK S0N 0N0 Telephone No: (306) 889-0001	Name of Official Registrar Title J. Official Signature of Official
---	--

Name and Address of Specified Educational Institution Any College Anyplace SK S0N 0H0 Telephone No: (306) 889-9999	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Date Signed</th> </tr> <tr> <td style="text-align: center;">day 30</td> <td style="text-align: center;">month 08</td> <td style="text-align: center;">year 06</td> </tr> <tr> <td colspan="3" style="text-align: center;">Valid for 30 days after this date but not beyond Period of Study End Date</td> </tr> </table>	Date Signed			day 30	month 08	year 06	Valid for 30 days after this date but not beyond Period of Study End Date		
Date Signed										
day 30	month 08	year 06								
Valid for 30 days after this date but not beyond Period of Study End Date										

DECLARATION - To be completed by student

I certify that all information on this document is correct as of the effective date below.

X <u>Patricia N. Student</u>	August 30, 2006
Student Signature	Date

Completed form to be forwarded directly to Dolores Bedo at the address listed above.

AI204-0306

SECTION 7: INVESTIGATION REQUIREMENTS

INVESTIGATION REQUESTS

If requested by Saskatchewan Advanced Education and Employment, the Educational Institution will make available the following records for review:

- Attendance policy and recording of daily attendance;
- Scheduling of programs with respect to start and end dates;
- Discontinuations;
- Tuition deducted from Student Financial Assistance funding;
- Calculation of tuition refund amounts and proof of submission of refunds to proper authorities;
- Transcript of marks;
- School promotional materials;
- Student contracts;
- Student files re: entrance requirements/assessments, ongoing progress, attendance warnings.

SECTION 8: GENERAL CONTACT INFORMATION

Student Financial Assistance

Student Financial Assistance
Saskatchewan Advanced Education and Employment,
4635 Wascana Parkway,
Box 650
Regina SK S4P 3A3

Phone: Outside Regina or within Canada call toll-free
1-800-597-8278

In the Regina area or outside Canada call
(306) 787-5620

Email: sfaweb@sasked.gov.sk.ca

Fax: (306) 787-1608

www.student-loans.sk.ca

National Student Loans Service Centre

For information about maintaining or repaying a student loan negotiated on or after August 1, 2001, borrowers should contact the appropriate division of the National Student Loans Service Centre:

***Borrowers attending a public institution** (university or college, for example)

National Student Loans Service Centre
Public Institutions Division
P.O. Box 4030 Mississauga ON L5A 4M4
Within North America: 1-888-815-4514
Outside North America: country code + 800-2-225-2501

***Borrowers attending a private institution** (private vocational school or career college, for example)

National Student Loans Service Centre,
Private Institutions Division
P.O. Box 779, Station U
Toronto ON M8Z 5P9
Within North America: 1-866-587-7452
Outside North America: (416) 503-6671 (Call collect)

www.canlearn.ca

Royal Bank

For information about maintaining or repaying a Saskatchewan Student Loan prior to August 1, 2001, borrowers should contact the Royal Bank at:

Telephone: 1-888-359-4770

Fax: 1-888-359-4767

www.rbcroyalbank.com

