

Program Cost Form

Canada - Newfoundland and Labrador Integrated Student Loans Program

(version française disponible sur demande)

Form must be completed and signed in INK.

For students studying at Post-Secondary Institutions other than Memorial University of Newfoundland and Marine Institute.

This is to certify that:

Surname

Given Name

S.I.N.

has applied for acceptance as a full-time student in the program of study:

Area of Specialization or Major (if applicable):

The applicant will be registering in the:

1st, 2nd, etc.

year of a

1, 2, etc.

year program

Total number of weeks in program:

Upon completion of the Program of Study as described above, the applicant will be awarded a (Level of Study):

Certificate Diploma Bachelor's Master's Ph.D. Other

(specify)

For Private Institutions within Newfoundland and Labrador, indicate the total tuition for the program:

The applicant's period of study by semester for this current academic year is as follows:

Semester Number	Semester Start Date yy/mm/dd	Semester End Date yy/mm/dd	No. of Weeks	% of Full Course Load	Tuition Costs	Book Costs	Other Fees	Paid Work Term?
Intersession								

Name of Educational Institution

Address of Educational Institution

Website Address

For non-resident schools - are all programs via correspondence only? Yes No

Canada Student Loan Institution Code

Date

Official Name (Please Print)

Signature of Official

Area Code & Telephone Number

Fax

E-mail

To Student:

This form must be completed by an official of the educational institution you will be attending and must be included with your application for financial assistance.

To Educational Institution:

Please use the instructions on the reverse of this form to complete and then return to the student to be attached to their Student Loan Application.

School Officials NOTE:

- A semester can be no less than 12 weeks in duration. While there may be some flexibility in the maximum number of weeks, the preferred maximum is 17 weeks.
- The Christmas break should be included in the number of weeks for semesters closest to that time (i.e., 17 weeks instead of 16 from September to December).
- Place the amount for tuition, books and compulsory fees for each semester in the appropriate field.
- No semester can extend beyond July 31 for a period greater than twelve weeks.

Computer costs should not be included in tuition or fee amounts on this form.

Do not put the generic start and end dates of the semester on the Cost Form if they do not apply to the student for whom this form is being completed. The dates given should be specific for the student whose name appears on the form (i.e., if the program/semester normally starts in September but the student does not start until November, then the Cost Form should have a start date of November and not September).

Instructions for Post-Secondary Personnel in Completing the Program Cost Form

GENERAL INFORMATION:

The purpose of the Program Cost Form is to provide the Student Financial Services Division with the necessary program and cost information to process an application for Student Financial Assistance for full-time study under the Canada - Newfoundland and Labrador Integrated Student Loan Program.

INSTRUCTIONS:

1. If not already completed by the student, please provide the full name and social insurance number, if known, of the student for whom this Cost Form is being completed. Provide the complete name of the program, specifying major/minor and/or specialization.
2. Indicate the year of the program of study in which the student is/will be enrolled. Indicate the total number of years required for normal completion of this particular program of study.
3. Indicate the level of study in the appropriate box for which the student is/will be enrolled.
4. Include total approved tuition for completion of the program.
5. Indicate the start date and end date of each semester (include exam period and one week for Christmas break in the Fall semester and include one week for Christmas break in the Winter semester).

Indicate the following:

- Percentage of full-course load (i.e., if 5 courses is considered 100%, 4 courses would be considered 80%) per semester. Courses for which credit has already been earned can not be considered.
 - The actual cost of tuition payable to the post-secondary institution per semester.
 - The actual cost for books and supplies per semester.
 - The actual cost of compulsory fees payable to the institution such as student union fees, health plans, etc. per semester.
 - **Computer costs should not be included in tuition or fee amounts on this form.**
6. Indicate the full name and mailing address of the post-secondary institution. Official institutional stamps are valid. The Program Cost Form should be signed and dated by an authorized official, providing a telephone number and an additional printed name of the authorized official.
 7. If known, indicate the Canada Student Loan Institution Code.

DID YOU KNOW?

This Program Cost Form can be submitted to the Student Financial Services Division in person, by mail or by fax.

**Mailing Address: Student Financial Services Division
Department of Education
P.O. Box 8700
St. John's NL A1B 4J6**

Fax Number: (709) 729-2298