

## CONTACT INFORMATION

### Student Financial Services

**Mailing Address:** Student Financial Services  
Department of Post-Secondary Education, Training and Labour  
P. O. Box 6000, 77 Westmorland Street  
Fredericton, New Brunswick E3B 5H1

**Telephone:** (506) 453-2577 (Fredericton area or outside toll-free zone)  
(506) 646-7350 (Saint John area)  
**1 800 667-5626** (the rest of NB, the Atlantic Provinces and up to mid-Ontario)

**Hours of Service:**  
Monday to Friday 8:30 am to 10:00 pm AST  
Saturday 10:00 am to 5:00 pm AST

**Fax:** (506) 444-4333

**Website:** [www.studentaid.qnb.ca](http://www.studentaid.qnb.ca)

*For students attending a public educational institution:*

### National Student Loans Service Centre Public Institutions Division

**Mailing Address:** P. O. Box 4030  
Mississauga, Ontario L5A 4M4

**Telephone:** 1 888 815-4514 within North America or  
800 2-225-2501 (plus appropriate country code) outside North America  
1 888 815-4556 TTY

**Fax:** 1 888 815-4657

**Website:** [www.canlearn.ca](http://www.canlearn.ca)

*For students attending a private educational institution:*

### National Student Loans Service Centre Private Institutions Division

**Mailing Address:** P. O. Box 779, Station U  
Toronto, Ontario M8Z 5P9

**Telephone:** 1 866 587-7452 within North America or  
(416) 503-6671 (collect) outside North America  
1 800 855-0511 TTY

**Fax:** 1 866 587-7453

**Website:** [www.canlearn.ca](http://www.canlearn.ca)

Dear Student:

It is my pleasure to present to you the New Brunswick *Information Guide and Application 2007-2008*.

Choosing to enter post-secondary education is not only one of the most important decisions you will ever make, but also one of the most rewarding investments. It is an investment of time, hard work, and, of course, money. Many New Brunswickers have been able to achieve their educational goals thanks in part to student financial assistance. Before you choose a program of study or an institution to attend, be sure to take the time to investigate all the financial assistance options that are available to you.

The most significant change for 2007-2008 is the removal of parental and spousal income in the calculation of a *New Brunswick Student Loan*. By removing parental and spousal income from the *New Brunswick Student Loan* assessment, we have taken another important step to help you access the resources you need to attend a post-secondary institution.

Ensuring that post-secondary education is accessible and affordable is one of the principles that shape our government's *Charter for Change*. First-time students attending one of New Brunswick's four public universities are now eligible to receive a one-time benefit of \$2,000. New Brunswick's Tuition Tax Cash Back Credit is another initiative designed to help reduce the student debt of New Brunswickers who choose to live and work in our province.

Reaching our goal of self-sufficiency will require the efforts of all New Brunswickers bringing their ambition, knowledge and skills to the forefront. Your decision to pursue post-secondary education brings us one step closer to our goal.

We wish you the very best in your academic career.

The Honourable Ed Doherty,  
Minister of Post-Secondary Education, Training and Labour

Dear Student,

As Minister of Human Resources and Social Development, I am pleased to present the New Brunswick *Integrated Information Guide and Application 2007-2008*.

Canada's new Government recognizes that high-quality post-secondary education is critical to Canada's continued prosperity.

This year, 2007-2008, is the first full school year where students will benefit from measures introduced by the government in 2006. These include:

- Expanding eligibility for Canada Student Loans to more middle-income families by reducing the amount parents are expected to contribute;
- Eliminating federal income tax on all income from scholarships, bursaries or fellowships; and
- A new textbook tax credit, which will provide a tax reduction of about \$80 per year for a typical full-time, post-secondary student.

This booklet is provided to assist you in making an informed decision about funding your education through Canada-New Brunswick Integrated Student Loans. It contains important information on both the New Brunswick Student Financial Assistance Program and the Canada Student Loans Program.

On May 1, 2005 New Brunswick signed an integration agreement with the federal government in order to streamline and simplify the loan process for student borrowers.

With Integrated Student Loans, first time borrowers benefit from one application, one loan certificate and loan agreement form, and common repayment assistance measures. As a result, these borrowers make a single payment when repaying their student loans.

Our goal is to create the best educated, most skilled, most flexible and inclusive workforce in the world. As more New Brunswickers achieve their personal post-secondary education goals, we move closer to achieving this goal.

The Hon. Monte Solberg, P.C., M.P.  
Minister of Human Resources and Social Development

## CHOOSE YOUR EDUCATIONAL INSTITUTION AND PROGRAM WISELY

Post-secondary education is an important investment in your future. The issuance of student financial assistance does not guarantee the quality of a post-secondary program or the educational institution. Just as for any other investment of time or money, you should make an informed choice when deciding on a post-secondary educational institution. Take the time to evaluate the institution you are interested in attending, asking questions relating to:

- the qualifications of the teaching staff,
- the skills and knowledge you can expect to acquire,
- the number of students who graduate and secure employment in their field,
- whether the course or program is recognized by potential employers,
- the reputation of the institution,
- the institution's refund policy, and
- the institution's designation status.

If you obtain a student loan, you will be responsible for its repayment.

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*This guide will provide you with information on the following loans and grants that are offered by both the Government of New Brunswick and the Government of Canada.*

### *Full-time Students*

- Canada Student Loan
- New Brunswick Student Loan
- Canada Access Grant for Students with Permanent Disabilities
- Canada Access Grant for Students from Low-income Families
- Canada Study Grant for Students with Dependants
- New Brunswick Bursary
- Canada Millennium Bursary
- Canada Study Grant for the Accommodation of Students with Permanent Disabilities
- Canada Study Grant for Female Doctoral Students

### *Part-time Students*

- Canada Student Loan for Part-time Studies
- Canada Access Grant for Students with Permanent Disabilities
- Canada Study Grant for High-need Part-time Students
- Canada Study Grant for Students with Dependants
- Canada Study Grant for the Accommodation of Students with Permanent Disabilities

Information about financial assistance available to part-time students can be found on CanLearn at [www.canlearn.ca](http://www.canlearn.ca).

## WHAT'S NEW FOR FULL-TIME STUDY IN 2007-2008

**Removal of parental and partner's income from the assessment of New Brunswick Student Loans:** If you are a dependent student or a married/common-law student in a program beginning August 1, 2007 or later, ***you can choose*** not to include your parent's or partner's income in your application for financial assistance. All programs listed above require parental/partner's income information in order to determine eligibility. If you provide your parent's or partner's income, the parental/family contribution will be removed in the calculation of your New Brunswick Student Loan. Should you choose not to include this income information, you will be assessed for New Brunswick Student Loans only.

NOTE: The term "partner" refers to your spouse or common-law partner.

### **\$2,000 first-year credit for first-time university students:**

All New Brunswick students enrolled for the first time at a university and who are attending a provincially funded New Brunswick university are eligible for a one-time benefit of \$2,000. This program is administered by the Department of Finance. For more information on the eligibility criteria, you can visit the Department of Finance Website at [www.qnb.ca](http://www.qnb.ca) (keyword: Finance).

**NSLSC update:** In 2008 there will be some changes at the National Student Loans Service Centre (NSLSC). As of March 17, 2008, whether you attend a private or a public post-secondary institution, your student loan services will be delivered through a single NSLSC. You do not need to take any action at this time and this change will not impact the service you receive from the NSLSC. For more information, please visit [www.canlearn.ca](http://www.canlearn.ca) or contact the NSLSC.

## INTRODUCTION

Student financial assistance from the Government of Canada and the Government of New Brunswick is designed to assist eligible New Brunswick residents to access post-secondary educational opportunities and to encourage them to complete their education in a timely and successful manner.

### **Full-time Study:**

This booklet is for residents of New Brunswick who are applying for financial assistance to attend a post-secondary educational institution full time during the 2007-2008 academic year (August 1, 2007 to July 31, 2008). You can receive student financial assistance from only one province/territory for only one full-time program at a time.

You can determine your residency by reviewing **Section 3** of the *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* form located in the centre of this booklet.

All federal and provincial student loan, grant and bursary programs for New Brunswick post-secondary students are administered by Student Financial Services, Department of Post-Secondary Education, Training and Labour. For additional sources of financial assistance, other than those detailed in this booklet, talk to the financial assistance administrator at the post-secondary educational institution you plan to attend, visit CanLearn at [www.canlearn.ca](http://www.canlearn.ca), or visit your local library.

Student financial assistance is based on financial need. It is intended to supplement, not replace, your own resources and the resources of your immediate family. Not all post-secondary costs may be covered because there are maximum dollar amounts available. Funding issued is for the current loan year that you are enrolled in post-secondary study. Loans, grants and bursaries **must be cashed before** your period of study for the year is over.

Once Student Financial Services calculates the amount of student financial assistance for which you qualify, and you submit your *Certificate of Eligibility*, you will receive the funding from the National Student Loans Service Centre. For contact information refer to the inside front cover of this booklet.

When you apply for student financial assistance, Student Financial Services determines whether you are a dependent or an independent student. You can determine your student category by reviewing **Section 2** of the *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* form.

The information in this booklet reflects information and policies in effect at the time of printing. Every effort has been made to ensure its accuracy; however, changes may occur during the year. As a borrower, you will be advised of any program changes that affect you.

This booklet is not intended to be an exhaustive information source, but it does offer important information regarding student financial assistance. If you require more detailed information, refer to [www.canlearn.ca](http://www.canlearn.ca), the Student Financial Services Website or call Student Financial Services. For contact information refer to the inside front cover of this booklet.

#### **Part-time Study:**

The Government of Canada offers part-time student loans and grants to students studying on a part-time basis (between 20

and 59 per cent of a full-time course load). Information regarding financial assistance that is available to part-time students can be obtained on the CanLearn Website at [www.canlearn.ca](http://www.canlearn.ca), from the Canada Student Loans Program Guide for Part-time Studies *Learn While You Earn*, or you may call Student Financial Services. Applications must be submitted at least six weeks before your period of study end date. For contact information refer to the inside front cover of this booklet.

**Third Party Authorization to Access Your File Information:** New Brunswick's *Protection of Personal Information Act* ensures an individual's personal information, including application and file information, is treated as confidential. A *Consent for Release of Information* form must be completed and returned to Student Financial Services in order to authorize staff to discuss or release information about an applicant's file to any individual other than the Student Financial Assistance applicant.

## **ELIGIBILITY CRITERIA**

#### **Designated Educational Institution:**

The educational institution you are attending must be designated for student loan purposes, which means it has to be approved by Student Financial Services before its students can receive government student assistance. If you have any questions regarding designation, contact Student Financial Services. For a complete listing of designated educational institutions, go to [www.canlearn.ca](http://www.canlearn.ca).

#### **Eligibility Criteria:**

To qualify for and receive full-time federal and provincial student financial assistance, **all** of the following must apply to you:

- be a Canadian citizen, a permanent resident of Canada, or be designated as a protected person within the meaning of Subsection 95(2) of the *Immigration and Refugee Protection Act*;
- be a resident of New Brunswick;
- demonstrate that you have financial need;
- be enrolled in, and maintain, a minimum of 60 per cent of a full-time course load (students with a permanent disability may enrol in at least 40 per cent of a full-time course load);
- be working toward a degree, diploma or certificate;
- the program must be a minimum of 12 weeks duration at a designated post-secondary educational institution;
- maintain Satisfactory Scholastic Standard (see description below);
- be within the requirements of the Periods of Studies Plus 1 Limit and the Lifetime Limit (see description below);

- any previous Canada or New Brunswick Student Loans must be in good standing or have been repaid; and
- pass the federal and provincial credit checks if you are a first time applicant 22 years of age or older.

### Satisfactory Scholastic Standard:

You must be successful in at least 60 per cent of a full-time course load (40 per cent if you have a permanent disability) during each period of study for which you receive assistance. You will be placed on probationary status the first time you do not meet this requirement. If you are unsuccessful a second time, your eligibility for assistance will be suspended for the following loan year (August 1 to the following July 31), a minimum of 12 months. A third time will result in a loss of eligibility for three loan years, or at least 36 months.

### Periods of Studies Plus 1 Limit and Lifetime Limit:

Your eligibility for assistance extends for the normal length of your program, as defined by the educational institution, plus an additional period of up to a maximum of one academic year. You should note that if you take less than 100% of a course load each year, you may not be able to finish your program within the Periods of Studies Plus 1 Limit. For example, a university student enrolled in a four-year Bachelor's program would require five years to complete the program if taking only 80% of a full-time course load each year. If taking less than 80% of a full-time course load, the student will not be eligible to receive funding after the fifth year of study.

There is a lifetime limit of 340 weeks of student financial assistance. The lifetime limit for student financial assistance includes student loan funding and/or interest-free status while in full-time studies. Students enrolled in a doctoral program of study will be eligible to receive student financial assistance for up to a maximum lifetime limit of 400 weeks. Students with a permanent disability or students who received a Canada Student Loan before August 1, 1995 have a lifetime limit of 520 weeks of study. Student financial assistance includes loan and grant funding and/or interest-free status while in full-time studies. For example, a university year is considered 34 weeks of study, so you would not be eligible for student financial assistance beyond ten years of study (34x10=340 weeks of eligibility) even if you were successfully completing each additional year of study.

## AVAILABLE ASSISTANCE FOR FULL-TIME STUDY

Assistance for full-time study is available in the form of government subsidized loans and non-repayable grants/bursaries. A brief description of the assistance available is provided below.

With **one** *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* you will be considered **for all of the following:**

- ***Canada Student Loan and New Brunswick Student Loan:*** The Government of Canada provides 60 per cent of your assessed need in the form of Canada Student Loan funding, up to a maximum of \$210 per week of study. The Government of New Brunswick provides 40 per cent of your assessed need in the form of New Brunswick Student Loan funding, up to \$140 per week of study. This funding is provided on one integrated *Certificate of Eligibility and Canada Student Loan and New Brunswick Student Loan Agreement*.
- ***Canada Access Grant for Students with Permanent Disabilities:*** Up to \$2,000 per loan year is available to assist students with permanent disabilities. To be eligible, you must have a permanent disability as defined in the *Canada Student Financial Assistance Regulations*, and an assessed need.
- ***Canada Access Grant for Students from Low-income Families:*** Fifty per cent of tuition up to a maximum of \$3,000 or the student's assessed federal need (whichever is less) is available. To be eligible you must be a first-time, first-year student enrolled in at least a two-year program, meet student loan eligibility, be pursuing post-secondary education within four years of leaving secondary school, and have a net family income within a range of entitlement to the National Child Benefit Supplement or be a person in respect of whom a special allowance under the *Children's Special Allowance Act* is payable or would be payable if that student was less than 18 years of age. In addition, you will be contacted and asked to provide parental income to satisfy eligibility criteria if you are an independent student and wish to be considered for the Canada Access Grant for Low-income Families.
- ***Canada Study Grant for Students with Dependants:*** Up to \$40 per week of study for students with one or two dependants and up to \$60 per week of study for those with three or more dependants is available. To be eligible, you must be enrolled in and maintain a full-time course load, have children or other dependants, and have an assessed need greater than \$275 per week of study.
- ***New Brunswick Bursary:*** The maximum amount available to students without dependants is \$90 per week of study and to students with dependants is \$80 per week of study. To be eligible, you must be enrolled in and maintain a full-time course load. In addition, your assessed need must be greater than the maximum student loans available (as well as Canada Access Grants and Canada Study Grants, if applicable) and you must have received and cashed your *Certificate(s) of Eligibility* in order to maintain eligibility for this bursary.

- **Canada Millennium Bursary:** Between \$2,000 and \$4,000 per year is available, up to a lifetime limit of \$19,200 or 32 months of study. To be eligible you must demonstrate merit and the highest financial need.

## HOW TO APPLY FOR FULL-TIME ASSISTANCE

You have two options:

- 1) Apply online at [www.studentaid.gnb.ca](http://www.studentaid.gnb.ca), or
- 2) Detach, complete and sign the *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* form in this booklet or print it from the Student Financial Services Website and mail it to Student Financial Services.

Your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* or subsequent documentation will **not be processed** if:

- It is received after the final deadline dates (see last section of this booklet);
- The documentation in support of your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* has not been submitted; or
- Your documents are not fully completed and/or signatures are missing.

## HOW YOUR NEED IS CALCULATED

A nationally consistent formula is used to calculate each applicant's need:

$$\text{Allowable Costs} - \text{Resources} = \text{Assessed Need}^*$$

\* up to program maximums

### Allowable Costs:

The education costs that are used in the calculation include:

- actual tuition costs;
- compulsory fees;
- the cost of books and supplies reported by your educational institution, up to program maximums;
- a computer allowance; and
- a living allowance rather than actual living expenses based on the student categories in the following table and the province in which the educational institution is located.

### Student Living Allowance in the Province of New Brunswick (weekly)

Single student living at home	\$92
Single student living away	\$192
Single parent student	\$257
Married/common-law student	\$383
Each dependant	\$97

### Resources:

Your financial resources and that of your parents or partner, if applicable, will be used to calculate the amount you will be expected to contribute towards your education. This includes such resources as:

- earned income;
- scholarships;
- trust funds;
- etc.

### **IMPORTANT NOTE: Parental and Partner's Income**

As noted in the "What's New" section of this Guide, if you are a dependent student or a married/common-law student, you can now choose whether you want to include your parent's or partner's income information in your application for financial assistance. **If you provide parental or partner's income information**, you will be considered for all programs (if applicable) listed on page 2 of this guide and the parental/family contribution will be removed in the calculation of your New Brunswick Student Loan. Should you choose not to include this income information, you will be assessed for New Brunswick Student Loans only and any reference to parental or partner's income or contributions below will not apply to you. The following sections describe how your need will be calculated.

*Earned Income:* You, and if applicable your partner, are expected to work full time during the period immediately preceding the start of your period of study (up to 18 weeks), and save 80 per cent of your net income, minus a weekly living allowance, as a contribution towards the cost of your education.

You are expected to contribute a portion of your income if you work during your study period. You will be expected to contribute 100 per cent of your net income after having deducted a \$50 per week exemption.

Any income you receive by virtue of being a student (e.g. training allowance) will be assessed at 100 per cent.

*Scholarships:* If you are receiving a merit-based scholarship, only the amount in excess of \$1,800 will be used as a resource.

*Trust Funds:* If a scholarship trust fund has been established for you, your parental contribution (explained below) will be either the amount assessed based on the income of your parent(s) or the annual amount available from the trust fund, whichever is greater.

*Parental Contribution:* If you are a dependent student, the income of your parent(s) will be used to calculate the amount they are required to contribute to the cost of your education. This contribution will be based on a portion of their discretionary income after deducting taxes and a regionally sensitive moderate standard of living reflecting your family size. Parental contribution calculation information is available from Student Financial Services. For contact information refer to the inside front cover of this booklet.

If your parent(s) have two or more dependent children enrolled in post-secondary education, the parental contribution will be divided by the number of children to determine the contribution for each child.

Examples of typical student situation funding calculations are located on the Student Financial Services Website. For contact information refer to the inside front cover of this booklet.

*Partner's Contribution:* If you are married or living common-law, your partner is also required to contribute to the cost of your education. The amount of the contribution will depend upon your partner's net income and the size of your family.

## CONFIRMATION OF EARNINGS

Applications are often submitted and processed several weeks before the start of the period of study. You are required to submit a *Confirmation of Earnings (COE)* form at the start of your period of study to confirm your financial situation. It is important that this form not be submitted until your pre-study period has ended and you have begun your classes.

This form, sent to you as part of your *Notice of Assessment* package, is a critical document in the student loan process. If it is not submitted with all required information by the deadline date (see last section of this booklet), your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* cannot be finalized, no further funding will be issued, and you will not be considered for the Canada Millennium Bursary.

## NOTIFICATION OF FUNDING

Ensure that Student Financial Services is immediately notified of any change in your situation, including any address changes. Review all notices, documentation, or letters you receive to ensure they accurately reflect your circumstances. This allows time for corrections to be made within deadlines to ensure your funding is not jeopardized.

A *Notice of Assessment* package will be mailed to you after your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* has been processed. The notice will inform you of the **temporary** results of the need assessment, including calculation details. Also included in the package will be information on grants and bursaries for which you may be eligible, information on how and when you will receive the funds, and any applicable bulletins and forms.

Once your *Confirmation of Earnings (COE)* form is submitted and processed, a *Notice of Reassessment* will be sent to you **finalizing** your funding. After confirming your file information, your final funding may be more or less than the amounts temporarily identified. Your notice will be sent to the most recent mailing address on file at Student Financial Services.

Since Student Financial Services regularly makes adjustments, reviews and audits files, you may receive more than one *Notice of Reassessment*.

You will be advised separately if you have been awarded a Canada Millennium Bursary.

**Note:** An overaward is the amount of student financial assistance funding previously issued to you, in excess of what you were eligible to receive. Any outstanding overaward will be recovered prior to any further funding being issued. Under no circumstance can overawards be waived or reduced.

## HOW YOU RECEIVE YOUR FUNDS

If you are studying in the Maritime Provinces, your *Certificate of Eligibility* will be sent to the business or student financial services office of your educational institution. If you are studying outside the Maritime Provinces, your *Certificate of Eligibility* will be sent to the most recent mailing address you have provided to Student Financial Services.

**Note:** Loans and grants cannot be cashed after your period of study end date.

### Step-by-Step Guide to Receiving your Funding

1. Submit your paper or electronic *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008*,
2. You will receive an initial **Notice of Assessment** package and, if eligible, a *Certificate of Eligibility* in the mail or through your educational institution. Read your documents very carefully before signing to ensure they are accurate and that you fully understand the legal obligations associated with borrowing;

3. Have your educational institution sign your *Certificate of Eligibility*;
4. Sign and date your *Certificate of Eligibility* and include your deposit/bank account information;
5. Take your *Certificate of Eligibility* to a National Student Loans Service Centre kiosk on campus or to a Designated Canada Post Outlet (refer to CanLearn at [www.canlearn.ca](http://www.canlearn.ca) for listings);
6. The National Student Loans Service Centre will process your *Certificate of Eligibility* and arrange to have the funding deposited into your bank account or mail a cheque to you if you do not have a bank account;
7. Submit your *Confirmation of Earnings (COE)* form to Student Financial Services after your first day of classes;
8. You will receive a **Notice of Reassessment** and, if eligible, a *Certificate of Eligibility* in the mail or through your educational institution; and
9. Follow steps 3 – 6 noted above to cash your *Certificate(s) of Eligibility*.

**Note:** If you have previous student loans still held by one or more financial institutions, **you must keep them informed** of your student status by sending them a copy of your completed *Certificate of Eligibility*.

**Canada Millennium Bursary:** These funds will be sent to the National Student Loans Service Centre, generally by the end of April, to be applied to reduce the provincial portion of your outstanding student loan balance.

## OTHER AVAILABLE ASSISTANCE

Separate application forms are required for **each** of the following programs and are available by contacting Student Financial Services. For contact information refer to the inside front cover of this booklet.

- **Canada Study Grant for the Accommodation of Students with Permanent Disabilities:** Up to \$8,000 per loan year is available to cover exceptional education related costs associated with your disability. To be eligible you must provide supporting medical documentation. Once your application is processed, you will receive written notification at the most recent mailing address on file at Student Financial Services. If you are eligible for a grant, the cheque will be sent to your mailing address approximately four weeks after your application has been processed.
- **Canada Study Grant for Female Doctoral Students:** Up to \$3,000 per academic year is available for up to three years of study. This grant is intended to help increase the participation of women in certain fields of study at the doctoral level. Once your application is processed, you will receive written notification at the most recent mailing

address on file at Student Financial Services. If you are eligible for a grant, the cheque will be sent to your mailing address approximately four weeks after your application has been processed.

## AUDIT

All of the information you provide to Student Financial Services is subject to audit. Financial information reported on your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* and supporting documentation will be checked, including information you, your parents and/or partner provide to the Government of Canada when submitting income tax returns. If discrepancies are discovered, adjustments will be made to your file.

If it is determined that a student deliberately provided false, incomplete, or misleading information, the student may be denied further assistance, and legal action may be taken. It is an offense pursuant to the provisions of the *Criminal Code of Canada*, the *Canada Student Financial Assistance Act*, and the *Youth Assistance Act* to provide false or misleading information in relation to any application for government subsidized assistance.

## REQUESTS FOR A REVIEW

Reviews must be requested **in writing**. A review can be requested when:

- your circumstances have changed or prior information submitted was incorrect;
- you believe an error has been made in the assessment of your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008*; or
- you have extraordinary circumstances not addressed in the assessment of your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008*, such as medical expenses.

A review cannot be requested on the basis that you have not received enough funding to pay for your education.

There are three levels of review available, detailed below. See the last section of this booklet for deadlines.

### Level One

If the information you provided on, or in support of, your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* has either changed or was incorrect, or you feel an error was made on your file, you may request a review. You must submit written documentation to substantiate the basis of your request for this review. This might include a



change in your financial resources, marital status, program or educational institution.

### Level Two

Review of emergency or extraordinary expenses: If you have experienced extraordinary expenses that you wish considered as part of your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008*, you may request a review. For example, you/your family may have medical/optical expenses, health care costs, or prescription costs not covered by a drug/insurance plan. You must submit a completed *Request for a Review of Emergency or Extraordinary Expenses During the Study Period* form.

Parental contribution review: If you are a dependent student and your parents are unable to provide the expected parental contribution because there will be a decrease of at least five per cent in their gross income for this loan year, you may request that your expected parental contribution be reviewed. For example, your file is assessed this year based on the income of your parent(s) from last year. If one of your parents retired this year, Student Financial Services can reassess your file using the lower income expected this year. You must submit a completed *Parental/Family Contribution Review* form.

Family contribution review: If you are a married/common-law student and your partner is unable to provide the expected contribution because there will be a decrease of at least five per cent in his/her gross income for this loan year, you may request a review. For example, your file is assessed this year based on your partner's income from last year. If your partner is unemployed this year, Student Financial Services can reassess your file using the lower income expected this year. You must submit a completed *Parental/Family Contribution Review* form.

### Level Three

Student Assistance Review Board: The final level of review is conducted by the Review Board, upon written application. The Board's role is to ensure that Student Financial Services has correctly applied the need assessment and review criteria. The Board makes recommendations to the Minister of Post-Secondary Education, Training and Labour. You must submit, by the appropriate deadline date, a completed *Student Assistance Review Board Application* form. This form will be mailed to you upon request.

The above-noted forms are available on the Student Financial Services Website or by contacting Student Financial Services. In addition, the *Parental/Family Contribution Review* form is available in the centre of this booklet. For contact information refer to the inside front cover of this booklet.

## KEEPING YOUR LOANS IN GOOD STANDING

It is your responsibility as a borrower to keep your student loans in good standing. Failure to do so will jeopardize your eligibility for further assistance and adversely impact your credit rating.

Changes in the Canada Student Loans Program and the New Brunswick Student Financial Assistance Program in recent years have resulted in some students having student loans with more than one lender. It is important for you to keep records on where all your student loans are held and keep in contact with the administrators of each loan to update them on your status as a student.

**It is your responsibility as a borrower to report any change of address to the National Student Loans Service Centre and to the financial institution holding any other government subsidized student loans.**

If you continue your studies within six months of your last period of study end date and do not receive further student loans, you must complete and forward a *Confirmation of Enrolment* form (*Schedule 2*) to the National Student Loans Service Centre and to the holder of any other of your government subsidized student loans. This form is available from your educational institution or from Student Financial Services. **Failure to do this within six months of your previous period of study end date will result in your loans going into repayment.** Since interest begins to accrue on your outstanding loan balance as of the first day after your most recent period of study end date, if you are late sending your *Confirmation of Enrolment (Schedule 2)*, you may be charged interest up until the date of its receipt at the National Student Loans Service Centre.

## DEBT ASSISTANCE

You are responsible for repaying all the money you borrow to fund your education, therefore it is important to borrow wisely. There are government programs available to provide assistance should you experience difficulties in meeting your repayment obligations and to help you reduce your total student loan debt. The three debt assistance measures are: Revision of Terms, Interest Relief, and Debt Reduction in Repayment. Using a Revision of Terms you can reduce the monthly payment you are required to make by extending the period over which you will repay your loan. If you are eligible for Interest Relief, you are not required to make payments for a six month period; the Government of Canada and the Government of New Brunswick will pay the interest on your loans for those six months. If you are eligible for Debt

Reduction in Repayment, your outstanding principal balance is reduced.

The National Student Loans Service Centre administers these debt assistance measures on behalf of the Governments of Canada and New Brunswick. Contact the National Student Loans Service Centre for full information on how to apply. **If you are experiencing financial difficulty, do not delay in contacting the National Student Loans Service Centre because some debt assistance measures may not be available to you should your loan be returned to government for collection.**

## IMPORTANT PROGRAM DEADLINES

Your completed application with all required information must be received a minimum of four weeks before the start date of your program in order for you to receive notice of your funding for the start of classes.

These program deadlines are in place to allow sufficient time for Student Financial Services to process your *New Brunswick Student Financial Assistance Application for Full-time Study 2007-2008* and for you to receive your funding before your period of study end date. In no case may Student Financial Services issue a *Certificate of Eligibility* after your period of study end date. All references to days throughout this booklet mean calendar days, except where otherwise noted.

2007-2008 Deadlines for Submission to Student Financial Services				Final Deadlines Student financial assistance cannot be cashed after your period of study end date. Missing the deadlines means your file will not be processed.
Missing these deadlines could prevent you from receiving some or all of the financial assistance for which you may be eligible.				
Program Duration:	NB Student Financial Assistance Application for Full-time Study	Confirmation of Earnings (COE) Form *	Requests for Review	
<b>University</b>				
• Sept. to April	Oct. 15	Nov. 15	Jan. 15	6 weeks before period of study end date
• Sept. to Dec.	Oct. 1	Nov. 1	Nov. 1	
• Jan. to April	Feb. 1	March 1	March 1	
• Intersession	May 10	May 25	May 25	4 weeks before period of study end date
• Summer Session	July 10	July 25	July 25	
<b>Community College</b>				
• Sept. to June	Oct. 15	Nov. 15	Jan. 15	6 weeks before period of study end date
• Jan. to June	Feb. 1	March 1	March 1	
• Jan. to Jan.	Feb. 15	March 15	May 15	
• Sept. to Sept.	Oct. 15	Nov. 15	Jan. 15	
<b>Private Educational Institution or any program duration not listed above</b>				
• 12 – 16 Weeks	30 days after start of classes	45 days after start of classes	45 days after start of classes	6 weeks before period of study end date
• 17 Weeks +	30 days after start of classes	60 days after start of classes	60 days after start of classes	

\*Only those students who submit their COE form by the deadline date can be considered for Millennium Bursaries.

## PROGRAM MAXIMUMS 2007-2008

	Students with No Dependants		Students with up to Two Dependants		Students with Three or More Dependants	
	34 weeks of study	40 weeks of study	34 weeks of study	40 weeks of study	34 weeks of study	40 weeks of study
Canada Student Loan:	\$7,140	\$8,400	\$7,140	\$8,400	\$7,140	\$8,400
New Brunswick Student Loan:	\$4,760	\$5,600	\$4,760	\$5,600	\$4,760	\$5,600
Canada Study Grant for Students with Dependants:	-	-	\$1,360	\$1,600	\$2,040	\$2,400
New Brunswick Bursary:	\$3,060	\$3,600	\$2,720	\$3,200	\$2,720	\$3,200
<b>TOTAL:</b>	<b>\$14,960</b>	<b>\$17,600</b>	<b>\$15,980</b>	<b>\$18,800</b>	<b>\$16,660</b>	<b>\$19,600</b>

### Notes:

- Students may have a calculated need greater than the legislated program maximums, and should plan ahead to ensure sufficient personal financial resources to cover any need over these maximums.
- Funding is based on actual weeks of study. Generally, 34 weeks is used for university and 40 weeks is used for community college unless otherwise noted by the post-secondary educational institution.

### Other funding not noted above:

- Canada Access Grant for Students with Permanent Disabilities - up to \$2,000 per loan year.
- Canada Access Grant for Students from Low-income Families - up to \$3,000.
- Canada Study Grant for the Accommodation of Students with Permanent Disabilities - up to \$8,000 per loan year.
- Canada Study Grant for Female Doctoral Students - up to \$3,000 per loan year.
- Canada Millennium Bursary - up to \$4,000 per loan year, applied against the provincial portion of an outstanding student loan balance.