

Instructions for Completing the 2007-08 Application

Canada - Newfoundland and Labrador Integrated Student Loans Program

(version française disponible sur demande)

Before you start:

Please read the Information Guide carefully prior to completing your application. It contains a wealth of information you need to know when borrowing Canada-Newfoundland and Labrador Integrated Student Loans.

You will need to gather the following information before completing your application:

- Your Social Insurance Number
- Parental Income from Lines 150 and 236 of the 2006 Income Tax Notice of Assessment (for dependent students only)
- Parents' date of birth, Social Insurance Number, and postal code (for dependent students only)
- Your Employment/Education history for the past 5 years

The following instructions are meant to assist in guiding you through the completion of the application.

Section A - Personal Data

- Ensure you correctly enter your Social Insurance Number
- Provide complete mailing address - this is where we will send all correspondence

Section B - Program Information

- Where you study is important - please ensure the name of the institution, location, program of study and the year of study is completed
- You are encouraged to enroll in a 100% course load as this will provide maximum benefits for reducing your debt upon graduation see *Debt Reduction Grants, page 10 of the Information Guide* for complete details
- If you are unable to enroll in 100% course load, review the information on acceptable conditions to receive assistance - see *Reduced Course Load, page 2 of the Information Guide* for complete details
- You may need a Program Cost Form to verify associated costs and other relevant information - see *Program Cost Form, page 5 of the Information Guide* for complete details

Section C - Student Category

- Check all items which apply
- If no items apply, then you are a dependent student and must provide your parents' information in Section D and signatures in Sections K and M

Section D - Parental Information (For dependent students only)

- This is where you will need parental income information from Lines 150 and 236 of the 2006 Income Tax Notice of Assessment
- For each parent you will also need date of birth, Social Insurance Number, and postal code
- Be sure to include yourself in the list of dependents
- If applying online, you will need to submit "*Parent's Declaration, Consent and Signature Form*"

Section E - Residency Status

- Check the appropriate items that apply
- In order to receive student financial assistance from Newfoundland and Labrador, you must be a resident of the province - see *Residency, page 1 of the Information Guide* for complete details

Section F - Employment/Education History

- The year and month that you left high school is required
- If you completed the Adult Education Program, please include start and end dates in the detailed requirements table
- If you have been in post-secondary for the past 2 or more years, this can be indicated on one line only. Just include the initial start date and your most recent end date
- Be sure to include your employment history - special attention to the summer periods and the 12 months preceding your original start date of post-secondary education

Section G - Pre-study Information

- If you have earnings immediately preceding the start date of your study period, you are expected to save a portion of these earnings - see related information on **pages 7, 8, 9 and 14** of the *Information Guide* for complete details

Section H - Study Information

- All earnings while you are attending school must be reported - see related information on **pages 7, 9 and 14** of the *Information Guide* for complete details

Section I - Married/Common-Law/Single Parent Students

- Read the Declaration information carefully!
- Do not include your spousal information in this section
- Only include those persons dependent upon you during your study period
- If applying online, and if applicable, you will need to submit "*Spouse's Declaration, Consent and Signature Form*"

Section J - Student's Declaration, Consent and Signature

- Read the *Declaration* information carefully!
- You must sign and print your name!
- If applying online, you will need to submit "*Student's Declaration, Consent and Signature Form*"

Section K - Parents' Declaration, Consent and Signature

- Read the *Declaration* information carefully!
- If you are dependent (see Section C) your parent(s) must sign and print their name!
- If applying online, you will need to submit "*Parent's Declaration, Consent and Signature Form*"

Section L - Spouses's Declaration, Consent and Signature

- Read the *Declaration* information carefully!
- If you are married/common-law, your spouse must sign and print his/her name!
- If applying online, you will need to submit "*Spouse's Declaration, Consent and Signature Form*"

Section M - Canada Revenue Agency Authorization

- You, and, if applicable, your parent(s) or spouse must sign and print their name!
- While your loan will be processed, any awards which you are entitled to will not be released without this authorization

Section N - Student's Consent to Release Personal Information

- We will need your authorization to speak to people on your behalf. Please indicate the name(s) of the person(s) to whom you are providing this authorization.

Check the *Final Documentation Checklist* on the back inside cover for a list of important documents we may require to process your application