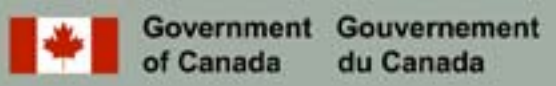


Apply online at www.edu.gov.nl.ca/studentaid

Canada - Newfoundland and Labrador Integrated Student Loans Program



Application and General Information Guide 2007 - 2008 Academic Year



CONTACT INFORMATION

STUDENT FINANCIAL SERVICES DIVISION (SFSD)

E-mail	studentaid@gov.nl.ca
Telephone	(709) 729-5849 or IVR @ 1-888-657-0800 (toll-free) and (709) 729-4244 (local)
Fax	(709) 729-2298
Office Location	Coughlan College Memorial University St. John's Campus
Business Hours	10:30 AM to 12:00 PM and 2:00 PM to 3:30 PM (extended hours at peak times)
Mailing Address	Student Financial Services Division P.O. Box 8700 St. John's NL A1B 4J6
Website	www.edu.gov.nl.ca/studentaid

NATIONAL STUDENT LOANS SERVICE CENTRE (NSLSC) - PUBLIC

Telephone	1-888-815-4514 or outside North America 800-2-225-2507
Fax	1-866-656-5639
Mailing Address	P.O. Box 4030 Mississauga ON L5A 4M4
Website	www.canlearn.ca

NATIONAL STUDENT LOANS SERVICE CENTRE (NSLSC) - PRIVATE

Telephone	1-866-587-7452 or outside North America 416-503-6671 (collect)
Fax	1-866-587-7453
Mailing Address	P.O. Box 779, Station U Toronto ON M8Z 5P9
Website	www.canlearn.ca

Include your Social Insurance Number on all correspondence and have it available when calling the Student Financial Services Division and the National Student Loans Service Centre.

For instant assessment feedback, faster processing time, access to assessment updates and required forms, check out our website at www.edu.gov.nl.ca/studentaid.

Apply early to avoid delay in receiving assistance.

The information in this Information Guide reflects policies in effect at the time of printing.

Table of Contents

INTRODUCTION	1
Residency	1
Student Category	1
Changing Student Category	1
ELIGIBILITY CRITERIA	1
Loans	1
Grants	2
Academic Performance	2
Program Assistance	2
Multiple Programs	3
Switching Programs	3
Registered in a Faculty	3
Work Terms	3
AVAILABLE ASSISTANCE	3
Loans	3
Grants	3
HOW TO APPLY FOR ASSISTANCE	4
Loans	4
Applying in the Second Semester Only	4
Applying for the Third Semester	4
Required Documentation	4
Grants	6
CALCULATION OF ASSESSED NEED	6
Education Costs	6
Living Allowance	7
Financial Resources	7
Employment Income	7
Scholarships	7
Training Allowance	7
Parental Contribution	7
Scholarship Trust Fund and Parental Contribution	7
NOTIFICATION	7
DISBURSEMENT	7
Loans	7
Students Studying Outside the Country	8
Grants	8
PRE-STUDY INCOME CONFIRMATION	9
OVERAWARDS	9
AUDIT	9
APPEALS	9
Tier 1	10
Tier 2	10
KEEPING YOUR LOANS IN GOOD STANDING	10
Confirmation of Enrolment - Schedule 2	10
DEBT MANAGEMENT	10
Debt Reduction Grants	10
Early Childhood Education (ECE) Grants	11
Revision of Terms (ROT)	11
Interest Relief	11
Debt Reduction in Repayment	11
TABLE 1 (Parental Contribution Examples)	12
TABLE 2 (Calculation of Study Contribution)	14

Important Notes

Please ensure your application is fully completed.

The Income Confirmation Form (ICF) is an integral part of the application process. Please ensure you submit this form to the Student Financial Services Division (SFSD) on the first day of classes or no later than the deadline date. Failure to do so may delay or cancel future loan and grant assistance.

Please ensure all other required documents are submitted to the Student Financial Services Division by the applicable deadline dates.

To check on the status of your application or to obtain copies of forms and documents, please visit our website at www.edu.gov.nl.ca/studentaid.

New for 2007-08

- While the overall level of provincial assistance remains the same, the provincial weekly loan limit has been decreased from \$140 to \$70 (from \$200 to \$130 for MUN medical students). Students who qualify for assistance beyond this level will receive up to \$70 per week in the form of a non-repayable grant.
- The amount parents of dependent students are required to contribute as a resource has been significantly reduced. The contribution rate on the first \$7,000 of discretionary income has been reduced from 25% to 15%, on the next \$7,000 it has been reduced to 20% from 50%, and on discretionary income above \$14,000 the rate is now 40% versus the previous 75%.
- For students in repayment, the interest rate charged on the provincial portion of the student loan has been decreased by 2.5%.
- Additional measures have been implemented to enhance the protection and privacy of your personal information, including:
 - revisions to the various sections of the application requiring your signature, and that of your parents and spouse, if applicable
 - a new section has been added to the application, Student's Consent to Release Personal Information, in which you will identify individuals to whom information regarding your file can be shared; and,
 - online applicants, their parents and spouse, if applicable, are required to download, sign and send to the Student Financial Services Division the appropriate Declaration, Consent and Signature Forms and the Student's Consent to Release Personal Information Form. [Please note, this is in addition to the requirement to submit the CRA Signature Authorization Form].
- In March 2008, internal changes will occur at the National Student Loan Service Centre (NSLSC) aimed at enhancing service to student borrowers. Additional information on these changes will be provided throughout the year.

INTRODUCTION

This information guide is for residents of Newfoundland and Labrador who are applying for financial assistance to attend a post-secondary institution full-time during the 2007/2008 academic year (i.e., August 1, 2007 to July 31, 2008).

This package contains important information on both the Newfoundland and Labrador Student Loans Program (NLSLP) and the Canada Student Loans Program (CSLP). While there are some differences between these two programs, for administrative purposes they have been integrated. This means, among other things, a single application form is used to determine your eligibility for student financial assistance under both programs.

Residency

You are considered to be a resident of Newfoundland and Labrador if you are:

- a dependent student, and your parent(s), guardian(s), or sponsor(s) have last maintained the family home here, for at least 12 consecutive months; or,
- a dependent student, your parents are separated or divorced, and the parent with whom you live or provides the principal financial support, has last been a resident of the Province for at least 12 consecutive months; or,
- a dependent student, your parents moved away from the Province, but you remain in Newfoundland and Labrador to begin or continue post-secondary education within 12 months of your parents moving; or,
- a dependent student, your parent(s) are residing outside Canada, but last lived or maintained the family home here, for at least 12 consecutive months, before leaving Canada; or,
- an independent student, a single parent, married, or living common-law and you last lived in the Province for at least 12 consecutive months, excluding time spent as a full time student at a post-secondary institution.

Student Category

For student financial assistance purposes, you will be considered a dependent student if you:

- have never been married or in a common-law relationship*; or,
- have never been a single parent with legal custody and financial responsibility for supporting a child(ren); or,

- are pursuing post-secondary education within four years of leaving high school; or,
- have not been in the labour force full-time for two years (the two years need not be consecutive; however, each year must be a period of 12 consecutive months).

You will be considered an independent student if you:

- are not married or living in a common-law relationship; and,
- are not a single parent; and,
- do not meet any of the other criteria for dependent student.

* To be considered living common-law, you must have lived with your partner for a period of at least 12 consecutive months.

Changing Student Category

A student's category may be changed from dependent to independent, but only in situations where there is a family breakdown and proof of this is provided by an unbiased, unrelated third party who confirms the family breakdown and specifically sets out the reason(s) for the breakdown.

A student's category may be changed from married/common-law to independent or single parent only in situations where proof of this change in marital status is provided by an unbiased, unrelated third party who can also confirm the date of separation.

Your student category is determined by your status on the first day of the month in which your study period commences. If there is a change in student category after this date, the change will not be reflected until the next time you apply for student financial assistance. For example, if your study period starts on January 9, 2008, but you will be getting married on January 30, 2008, your status will be *single* until you reapply for the start of the next semester.

ELIGIBILITY CRITERIA

Loans

You are eligible for student loans if you:

- are a Canadian Citizen, or have Permanent Resident Status or are considered to be a Protected Person within the meaning of Subsection 95(2) of the *Immigration and Refugee Act*;
- are a resident of Newfoundland and Labrador;
- have insufficient financial resources to meet your assessed need;

- are not in default on previous federal and/or provincial student loans, or do not have outstanding accounts receivable with the Student Financial Services Division;
- pass a credit check (this criterion applies only to students who are 22 years of age or older who are applying for student loans for the first time);
- provide accurate basic personal information (e.g. Social Insurance Number, first and last names, date of birth and gender) as confirmed by the Social Insurance Register at Human Resources and Skills Development;
- are registered as a full-time student at a designated educational institution (refer to the CanLearn website at www.canlearn.ca for a listing of designated institutions); and,
- are enrolled in a program of study of at least 12 weeks in duration leading to a degree, diploma, or certificate.

To receive a **provincial** student loan, you must be enrolled in at least 80% of a full course load. This requirement may be reduced to 60% of a full course load for the following students upon submission of a Reduced Course Load Request Form:

- single parent students who are enrolled in at least one university credit course requiring lab time in addition to regular classroom time; or, who have a child(ren) with special needs; or, who have other personal circumstances that merit special consideration. (**Note:** in all cases, the child(ren) must be under 12 years of age); or,
- students who have a severe medical condition or have recently experienced trauma that merits special consideration; or,
- students with other **documented** extenuating circumstances.

You must be enrolled in at least 60% of a full course load to receive a **federal** student loan.

Students who have a physical or mental impairment that restricts their ability to perform the daily activities necessary to participate full-time in post-secondary studies or the labour force, and which is expected to remain with them for their expected natural life (i.e., permanent disability), may receive full-time assistance (federal and provincial), upon request, if enrolled in just 40% of a full course load.

Your educational institution determines the percentage of a full course load in which you are enrolled for student financial assistance purposes.

Check out the details of the **Debt Reduction Grant Program** on pages 10 and 11 of this information guide for the benefits associated with successfully completing a full course load each semester.

Grants

Effective August 1, 2007, if your assessed need is greater than \$175 per week of study you will be eligible for an up-front provincial grant.

You may also be eligible for federal grant assistance if you:

- are a first-time, first-year student from a low-income family and your program of study is at least 2 years in duration; or,
- are enrolled in at least 60% of a full course load, have dependents, and your assessed need is greater than \$275 per week of study; or,
- have a documented permanent disability and have assessed need; or,
- are a female student pursuing full-time doctoral studies in a selected field and have assessed need; or,
- have successfully completed 60% of the first year of your current program of study, are enrolled in at least 60% of a full course load in an undergraduate program at a designated post-secondary institution in Canada, and have assessed need in excess of the established threshold for the current academic year.

Academic Performance

You must be successful in at least 60% of a full course load for the CSLP and in at least 80% of a full course load for the NLSLP during each period of study for which you receive financial assistance.

You will be placed on probationary status the first time you do not meet this requirement. A letter will be sent to you confirming this action has been taken. Probation is a warning, meaning you can continue to receive financial assistance, however, the probation remains on your file for the duration of your borrowing years.

If you are unsuccessful a second time, your eligibility for financial assistance will be suspended for at least 12 months. A third time will result in a loss of eligibility for at least 36 months.

Withdrawal from full-time studies and dropping below the required enrolment level is deemed unsuccessful.

Program Assistance

You are eligible to receive assistance for the normal length of your program, as defined by the educational institution, plus a grace period of up to a **maximum** of one academic year.

Example: A Bachelor of Arts program is normally eight semesters (four academic years) in duration. Financial assistance is available for those eight semesters (four academic years) plus an additional two-semester (one academic year) grace period, for a total of ten semesters (five academic years) of funding.

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 that 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 ($34 \times 10 = 340$ weeks of eligibility) even if you were successfully completing each additional year of study.

Multiple Programs

You may be eligible for assistance beyond your initial program, provided it can be demonstrated that the subsequent program(s) represents academic progression, has good labour market prospects, and will not result in you accumulating an unmanageable level of debt.

Switching Programs

In the event you switch programs, your eligibility for assistance may be affected. If you switch programs after the end of the fourth semester or the midpoint of your program, you may be required to provide a rationale to support your decision to switch programs before additional assistance is approved.

Registered in a Faculty

Generally, if you are attending university, you must be formally registered in a faculty to continue to receive financial assistance beyond the fourth semester.

Work Terms

It is possible to receive financial assistance during a mandatory work term, provided the educational institution you attend considers you to be enrolled full-time and you demonstrate financial need through the need assessment process. Financial assistance will not be released until the Student Financial Services Division receives confirmation from your employer of your work term start and end dates along with your gross weekly income. If your educational institution negotiated your work term arrangements, including salary details, this confirmation will be accepted from the educational institution.

AVAILABLE ASSISTANCE

Assistance is available in the form of government subsidized loans and non-repayable grants.

Loans

Provincial:

- Up to \$70 per week of study in student loans; and,
- Up to \$70 per week of study in non-repayable grants.

(Eligible Memorial University of Newfoundland medical students can access up to an additional \$60 per week in student loans)

Federal:

- Up to \$210 per week of study in student loans; and,
- Targeted grant assistance as follows:

Grants

Canada Study Grant for Students with Dependents

Up to \$40 per week of study for students with one or two dependents and up to \$60 per week for those with three or more dependents may be available. The amount of the grant cannot exceed your “unmet need” (assessed need less your total loans). There is no separate application process for this grant.

Canada Study Grant for the Accommodation of Students with Permanent Disabilities

This is a grant of up to \$8,000 per loan year to offset the costs for specialized services and/or equipment associated with permanent disabilities. There is a separate application process for this grant.

Canada Study Grant for Females Pursuing Doctoral Studies

If you are a female student enrolled full-time in a Ph.D. program, you may qualify for a grant of up to \$3,000 per loan year for a maximum of three years of study if you demonstrate need through the need assessment process. For a listing of eligible programs please refer to: <http://www.edu.gov.nl.ca/studentaidsystem/grants.htm#doctoral> . There is a separate application process for this grant.

Canada Access Grant for Students with Permanent Disabilities

This is a grant of up to \$2,000 per loan year for students with permanent disabilities who are eligible for Canada Student Loans. The grant will cover the lesser of \$2,000 or your assessed need. A *Verification of Permanent Disability Form* must be submitted with your student loan application in order for you to be considered for this grant.

Canada Access Grant for Students from Low-income Families

A grant of up to \$3,000 for first-time, first-year students from low-income families who are eligible for Canada Student Loans is available. To qualify you must be enrolled in at least a two-year program that leads to a certificate, diploma or degree at a designated educational institution. This grant will cover one half of tuition up to the lesser of \$3,000 or the student's assessed federal need. The National Child Benefit (NCB) income threshold will be used to determine qualification (line 236 of your parents' 2006 Income Tax Returns) or you must be under 18 years of age and entitled to receive a special allowance under the *Children's Special Allowance Act*. There is no separate application process for this grant.

Canada Millennium Bursary

A bursary between \$2,000 and \$3,500 per year in \$500 increments, based on assessed need, up to a lifetime limit of \$23,250 or 32 months of study may be available. The lifetime limit is increased to 40 months of study for students with permanent disabilities who have been awarded and extended duration to complete their studies. There is no separate application process for this bursary.

Canada Millennium Access Bursary

This bursary is available to full-time dependent students whose assessed parental contribution is less than \$30 per week and who are first time borrowers in the first year of study in a program of two years or longer. All eligible students will receive a \$1,000 bursary to be

applied directly against the principal balance of the students' provincial student loan. In addition, students with financial need in excess of available loans will receive an additional cash grant ranging from \$500 to \$2,500 depending on their unmet need. There is no separate application process for this bursary.

HOW TO APPLY FOR ASSISTANCE

Loans

You have two options:

1. Apply online at www.edu.gov.nl.ca/studentaid. Expected processing time is: **10 business days**.
2. Complete and sign a paper application and mail or deliver it to the Student Financial Services Division. Expected processing time is: **20 business days**.

The Student Financial Services Division encourages use of the online application because it provides an informal, instant assessment based on the information you provide and allows for a faster processing time.

Applications must be received prior to the deadline date (i.e., **8 weeks after the start date of the semester for which you are applying**).

Applying in the Second Semester Only

If you are attending school for both the first and second semesters (e.g. Fall and Winter semesters) but require funding for the second semester only, a need assessment will be conducted for the first semester to determine if any unused resources exist to be applied toward the second semester assessment.

You must submit an Income Confirmation Form for your pre-study period (see Pre-Study Income Confirmation page 9) and advise our office of any earnings you may have received during the first semester. If the first semester is a paid work term, you are required to submit confirmation from your employer or educational institution (where acceptable) of income earned. As well, if you attend an educational institution other than Memorial University or Marine Institute, you are required to submit confirmation of your full-time status for the first semester and a Program Cost Form for that semester.

Applying for the Third Semester

If you requested financial assistance for the previous two semesters and require assistance for the third semester within the same academic year, you are required to submit a supplementary application which is available online at www.edu.gov.nl.ca/studentaid or at the Student Financial Services Division office.

A supplementary application will **NOT** be processed if:

- it is received after the deadline date (i.e., **8 weeks after the start of the third semester**);
- your previous loans are not in good standing;
- requested information has not been submitted; or,
- it is not fully completed and/or signatures and/or required documents are missing.

Required Documentation

Documentation required depends on your particular situation. Review the following list of documents to determine which apply to you. Copies of forms are available online at www.edu.gov.nl.ca/studentaid or by contacting the Student Financial Services Division. **If you fax a document that is acceptable via fax, please do not submit the original.**

Canada Revenue Agency (CRA) Form

- if you applied online, the form is required before any assistance will be released;
- you only need to submit the form once unless there is a change in your marital status or a break in your study period of at least two years;
- **originals only are acceptable via mail or drop-off to our office. Faxed copies are not acceptable.**

Program Cost Form

- required if you are attending an educational institution other than Memorial University, Marine Institute, and College of the North Atlantic;
- must be completed by a representative of the educational institution you are attending;
- **the form is acceptable via fax, mail or drop-off to our office.**

Reduced Course Load Request Form

- required if you are requesting an exemption from the 80% full course load requirement;
- **the form is acceptable via fax, mail or drop-off to our office.**

Skills Development/Employment Insurance Information Form

- required if you are in receipt of Employment Insurance benefits;
- required if you are receiving tuition/book allowances and/or a living allowance from the Federal Government's Skills Development Program;
- must be completed by an HRSD (or Service Canada) staff person;
- **the form is acceptable via fax, mail or drop-off to our office.**

Income Confirmation Form

- required to confirm the income you earned during the pre-study period;
- must be submitted by the deadline date (i.e., **8 weeks after the start of classes**) to receive your Canada Study Grant and/or your Millennium Bursary (if applicable) and/or your next semester's loans;
- **the form is acceptable via fax, mail or drop-off to our office.**

Birth or Baptismal Certificate

- required for each dependent child if you are a single parent, married, or living common-law;
- must contain the names of both parents (where applicable);
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Canada Child Tax Benefit Confirmation

- required if you are a single parent in order to confirm receipt of Canada Child Tax Benefits;
- can be obtained by calling the Canada Revenue Agency at 1-800-387-1193;
- **this documentation is acceptable via fax, mail or drop of to our office.**

Scholarship Verification

- required if you are in receipt of a scholarships that is received over more than one semester;
- the full amount will be applied to first semester unless otherwise confirmed;
- verification must come from the source of the scholarship;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Work Term Income Confirmation

- required if you are or were in receipt of income on a work term;
- confirmation must be from your employer (or educational institution where acceptable) and include the start and end dates of your work term along with your gross weekly income;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Protected Person Status Documents (PPSD)

- required if you are a protected person;
- must be valid for the entire study period;
- apply online at www.cic.gc.ca;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

900 Series Social Insurance Card

- you are also required to obtain a temporary Social Insurance Card if you are designated as a protected person;
- apply online at www.servicecanada.gc.ca;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Information/Signature of One Parent

- information from both biological parents is required, however, information from one parent may be accepted in legitimate exceptional circumstances where there is contact with only one parent;
- a written explanation from the parent with whom you reside is required;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Verification of Permanent Disability Form

- required if you are applying as a student with a permanent disability;
- the student must sign the consent portion of the form;
- the verification portion must be completed and signed by a qualified medical/educational assessor;
- **the form is acceptable via fax, mail or drop-off to our office.**

Disabled Dependents

- if your disabled dependent(s) is over the age of 11 years, you must submit a letter from a physician confirming that daily care is required;
- receipts verifying the amount claimed must be submitted;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Common-Law Documentation

- you must submit a letter from an unbiased, unrelated third party (e.g. doctor, teacher) who has personal knowledge of your living arrangements and can confirm the date of cohabitation;
- the third party must submit their contact information, occupation and their relationship to you;
- affidavits are not acceptable;
- confirmation from your landlord is not acceptable;
- if you cannot obtain a third party letter you can submit copies of your tax returns which document that the relationship has been in place for at least 12 months. If your relationship began on January 1 of the calendar year, you are only required to submit

the tax return for that year. Otherwise, two consecutive taxation years are required.

- **this documentation is acceptable via fax, mail or drop-off to our office.**

Daycare Confirmation

- if you have a child(ren) 11 and under listed as a dependent on your application, you must provide a letter from HRLE and/or HCS verifying you are not receiving a daycare subsidy from either department;
- your application will be assessed without a daycare cost and will be reassessed once this verification is received;
- **this documentation is acceptable via fax, mail or drop-off to our office.**

Grants

The following grants do not require a separate application since eligibility is based upon information provided on the loan application:

- **The new up-front provincial grant**
- **Canada Study Grant for Students with Dependents**
- **Canada Access Grant for Students from Low-income Families**
- **Canada Access Grant for Students with Permanent Disabilities** (you must, however, submit confirmation of your permanent disability using the Verification of Permanent Disability Form available by contacting the Student Financial Services Division or online at www.edu.gov.nl.ca/studentaid)
- **Canada Millennium Bursary**
- **Canada Millennium Access Bursary**

All other grants require a separate application.

Application forms are available at the Student Financial Services Division or online at www.edu.gov.nl.ca/studentaid.

Your grant application, if applicable, will **NOT** be processed if:

- it is received after the deadline date (i.e., **8 weeks after the start date of classes**); or,
- requested information has not been submitted; or,
- it is not fully completed and/or signatures and/or required documents are missing.

CALCULATION OF ASSESSED NEED

A standardized process is used to calculate the amount of assistance you will need. The amount by which your

educational and living costs exceed your individual and family resources (if applicable) is referred to as your “assessed need”.

Education Costs

- Actual tuition and compulsory fees as reported by your educational institution
- An allowance of up to \$500 per semester for books and supplies, when applicable
- An allowance of \$500 per academic year for computer related costs.

Living Allowance

A living allowance, rather than living expenses, will be used based upon student category. The following table illustrates the categories and the living allowances *per week*:

Student Category	Living Allowance
Single student living at home	\$87
Single student living away from home	\$190
Single Parent	\$255
Married/Common-law student	\$380
Each Dependent	\$88

Financial Resources

Your financial resources (and those of your parents or spouse, if applicable) will be used to calculate the amount you will be expected to contribute towards your education. These include, but are not limited to, resources such as earned income, Employment Insurance Benefits, training allowances, pension benefits, financial investments (GICs, Savings Accounts, dividend income, etc) and scholarships.

Employment Income

You (and your spouse, if applicable) are expected to work full-time during the period immediately preceding the start date of your study period (usually 9 to 17 weeks). From your net income, a moderate standard of living is allowed and you are required to contribute 80% from the remaining amount towards the cost of your education (See Table 2, Page 14).

There is an exemption of \$50 of gross employment income per week if you work during your study period. You must use 100% of the net amount of the remainder for your education (See Table 2, Page 14). If you are married or living common-law, your spouse or partner is also required to contribute 80% of their net income toward the cost of your education.

Scholarships

If you are receiving a scholarship, only the amount which exceeds \$1,800 per academic year will be used as a financial resource.

Training Allowances

Any income you receive by virtue of being a student (e.g. HRS Training Allowance) will be assessed at 100%.

Parental Contribution

Financial information is required from both biological parents; however, information from one parent may be accepted in legitimate exceptional circumstances such as where there is contact with only one parent. A satisfactory written explanation from the parent with whom you reside must be submitted to the Student Financial Services Division.

Your parents’ incomes will be used to calculate their contribution only if you are a dependent student. This contribution will be based on their discretionary income after taxes and a moderate standard of living reflecting regional variation and family size has been deducted.

If your parents have two or more dependent children enrolled in post-secondary studies, their contribution will be divided by the number of children. This will determine their contribution for each child.

For examples of parental contribution see Table 1, Pages 12 to 13.

The refusal of your parent(s) to contribute to the cost of your post-secondary education is not an acceptable reason to have an assessed parental contribution waived.

Scholarship Trust Fund and Parental Contribution

Where a scholarship trust fund or Registered Educational Savings Plan (RESP) has been established for you, the parental contribution is the greater of the amount assessed based upon their incomes or the annual amount available from the trust fund.

NOTIFICATION

A Notice of Assessment will be mailed to you when your application is processed, informing you of the outcome of the need assessment. If at any point during the study period your application is reassessed, a Notice of Reassessment will be sent to you. This notice will be sent to the mailing address you provide on your application form. Please ensure the Student Financial

Services Division is immediately notified of any change in your address and review all notices you receive to ensure they accurately reflect your situation.

DISBURSEMENT

Loans

If you qualify for more than \$100 in student financial assistance, the Student Financial Services Division will issue a document in your name. The official name of this document is “*Certificate of Eligibility and Canada Student Loan and Newfoundland and Labrador Student Loan Agreement*”. This document is commonly known as a “*Certificate of Eligibility*”. The Certificate of Eligibility identifies the amount of provincial and/or federal loans and/or Canada Access Grants to which you are entitled. It is your responsibility to ensure this document is forwarded to the National Student Loans Service Centre (NSLSC) for processing.

The specific steps involved are as follows:

- Certificates of Eligibility generally are issued once a week and are sent to the educational institutions to be distributed to students. Ensure that you have your Social Insurance Card and Student/Photo ID Card with you when picking up your Certificate of Eligibility.
- Educational institutions are required to complete Section 2 of the Certificate of Eligibility which confirms your full-time enrolment and provides instructions to the NSLSC, if required.
- You are required to complete Section 3, ensure all of the information is accurate, read the terms and conditions associated with the document and sign and date the Certificate of Eligibility.
- If there is a NSLSC drop-off kiosk at your educational institution, you can submit the document there. Otherwise, you can bring the document to a designated Canada Post outlet. You can locate a designated Canada Post on the CanLearn website at www.canlearn.ca.

The NSLSC will contact the federal and provincial governments to initiate the process of disbursing loan funding to you and your educational institution for the payment of tuition and fees, if applicable.

The federal and provincial portions of your loan will be deposited directly into your bank account if there is a portion of your loan owing to you. These deposits may **NOT** occur simultaneously due to a difference between the federal and provincial deposit dates. Allow seven to ten business days for the loan funds to be deposited into your account.

If you do not have a bank account, a cheque made payable to you will be mailed to the address you provided.

The Certificate of Eligibility MUST be negotiated prior to the period of study end date indicated on the document and no later than 30 days after the document is signed by your educational institution.

Students Studying Outside Canada

If you are studying outside Canada, it is your responsibility to:

- notify the Student Financial Services Division of the address to which you want your Certificate of Eligibility sent;
- complete Section 3;
- ensure your school completes Section 2;
- ensure all information is accurate;
- read the terms and conditions associated with the loan;
- sign and date the Certificate of Eligibility;
- ensure the Certificate of Eligibility and all identification requested be attached and that all required documentation is received at the NSLSC (the address is located on the document) within 30 days from the date signed by the school and prior to the period of study end date as indicated on the Certificate of Eligibility.

Grants

If you are eligible for:

- the new up-front provincial grant; and/or,
- a Canada Study Grant for Students with Dependents or a Canada Study Grant for the Accommodation of Students with Permanent Disabilities,

a cheque will be issued in your name and sent to your educational institution (provided you are studying within Canada). Your full-time status must be confirmed by your educational institution prior to the cheque being released to you.

If you are studying outside of Canada, the cheque will be sent to the address you provide.

Note: The new up-front provincial grant cheque will be available 6 weeks after the start of the semester provided students have submitted a completed Income Confirmation Form.

If you qualify for a Canada Access Grant for Students with Permanent Disabilities or a Canada Access Grant for Students from Low-income Families, this amount(s)

will be indicated on your Certificate of Eligibility and will be disbursed in the same way as your loans.

If you qualify for a Canada Millennium Bursary or a Canada Millennium Access Bursary and have unmet need, you will receive the bursary in two installments. The first installment will be paid directly to you in the form of a cheque sent to your educational institution. Once your full-time status is confirmed, the cheque will be released. The second installment will be sent to the NSLSC and applied directly against your outstanding provincial loan balance.

If you qualify for a Canada Millennium Bursary or a Canada Millennium Access Bursary and have no unmet need, you will receive one installment that will be sent to the NSLSC and applied directly against your outstanding provincial loan balance.

PRE-STUDY INCOME CONFIRMATION

The pre-study period is defined as the time immediately prior to the start of full-time studies for the current academic year up to a maximum of 17 weeks. For example, if you finish high school in June and are starting post-secondary studies in September of the same year, your pre-study period is the time between the date you finished high school and the start date of classes in September – generally 9 weeks.

A pre-study period cannot be less than four weeks in duration. For example, a break between the end of the Fall Semester and the start of the Winter semester is not a pre-study period unless the break is four weeks or more.

Applications are often submitted and processed several weeks prior to the start of the study period; therefore, you will be required to estimate your gross earnings during your pre-study period. Your first semester loans will be issued based upon your estimated pre-study income.

You must confirm your pre-study income using the Income Confirmation Form (ICF). The form is available online at www.edu.gov.nl.ca/studentaid or at the Student Financial Services Division.

If you are attending school within the province, you must submit the ICF to your educational institution. If you are studying outside the province, you must submit the form by mail or fax to the Student Financial Services Division.

When submitting your ICF, ensure you provide accurate information and not an approximate or estimated amount.

The ICF is a critical part of the application process. Failure to submit the form will result in the forfeiture of additional student loans and/or grants including the new up-front provincial grant, Canada Millennium Access Bursaries and Canada Millennium Bursaries..

Note: If the first semester assessment shows a negative need (financial resources exceed your costs) but you will receive funding for the second semester, you are still required to submit an ICF in the first semester.

The Income Confirmation Form must be submitted no earlier than the first day of classes for the current academic year but no later than eight weeks after the start of classes.

OVERAWARDS

Overawards refer to an amount of assistance you have previously received and to which you were not entitled. This may result when a reassessment is conducted on your file due to factors such as underestimating income, dropping a course(s), changes to fees, withdrawal from your program or adjustments from an audit. Such amounts will be recovered from future loan and/or grant entitlements and will be used to adjust your debt reduction grant entitlements.

AUDIT

All information you provide to the Student Financial Services Division is subject to audit, including number of dependents, marital status, the date you left high school, and financial information. The financial information you provide will be checked against information you, your parents or your spouse provide to the Government of Canada when submitting income tax returns. If discrepancies are discovered, automatic adjustments will be made to your file and you will be notified in writing. If you feel the action taken was incorrect, you must provide additional information to the division by submitting an Audit Income Form providing a monthly breakdown of your income.

Note: If you submit a request to have overawards resulting from an audit split over two semesters, the Audit Income Form is required or you must notify our office via email or in writing that you agree with the adjustments.

You should be aware that if it is determined that you provided incorrect financial information on two occasions, or at any time you deliberately provided incorrect information to the Student Financial Services Division, you may be restricted from receiving further assistance.

Reporting false or misleading information in relation to any application for government-subsidized assistance is an offense pursuant to the *Criminal Code of Canada*, the *Financial Assistance Act*, and the *Newfoundland and Labrador Student Financial Assistance Act*. Fines and/or imprisonment may result.

APPEALS

If you feel that your application was incorrectly assessed or extenuating circumstances were not taken into consideration, you may appeal. There are two steps in the process.

Tier One

You must submit a written appeal, including your Social Insurance Number, to the Student Financial Services Division and include any supporting documentation. Your parents can appeal their assessed parental contribution by completing a Student/Parent Appeal Form which must be signed by both you and your parents. This form is available at Student Financial Services or online at www.edu.gov.nl.ca/studentaid.

Note: Tier One appeals are acceptable via fax, mail, e-mail or drop-off to our office. Expected review time is 14 business days.

Deadline: 8 weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

Tier Two

If you are dissatisfied with the outcome of the Tier One appeal, you have the option of submitting a written request to the Student Financial Services Division for further review of your case by the External Appeals Board. You may be present at the meeting either in person or via teleconference.

The decision of the External Appeals Board is final and binding on all parties.

Note: Tier Two appeals are acceptable via fax, mail, email or drop-off to our office. Expected review time is 30 business days.

Deadline: 6 weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

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 administration of both the Canada and Newfoundland and Labrador Student Loan Programs in recent years have resulted in some students having student loans with more than one lender. It is important to know where all your loans are held and keep in contact with the administrators of each loan to update them on your status as a student.

Confirmation of Enrolment – Schedule 2

A Confirmation of Enrolment form is required if you are enrolled in full-time studies but are no longer receiving student loans. Once you and a representative from your educational institution complete the form, you must forward the form to the NSLSC and any other financial institution holding any of your government-subsidized loans.

Ensure you follow up with the lender(s) to confirm receipt of the Confirmation of Enrolment form. It is a very important document that will allow your loans to remain in interest-free status while you are in full-time studies.

Note: To remain in interest-free status for a semester, this form must be received at the NSLSC prior to the period of study end date.

DEBT MANAGEMENT

Remember, you are responsible for repaying all the money you borrow to fund your education, so borrow wisely.

There are a number of government programs available to help reduce your total student loan debt and to provide assistance if you experience difficulties in meeting your repayment obligations.

Debt Reduction Grants

Effective August 1, 2002, Newfoundland and Labrador implemented a program whereby up to the full amount of the provincial portion of a student loan may be

converted into a non-repayable grant. There is no application process. Students are automatically assessed.

You qualify if you meet all of the following criteria:

- graduate from a post-secondary program within this province that is at least 80 weeks in duration;
- borrow in excess of \$165 per week of study during a semester;
- are successful in at least 80% of a full course load each semester;
- apply and are deemed eligible for assistance for at least half of the required length of your post-secondary program;
- less bank portion of Canada Millennium Bursaries and appropriate adjustments for overawards.

Under certain circumstances you may qualify for an exemption from the 80% success rate requirement and the requirement to study in this province, provided you submit a written request along with supporting documentation to demonstrate exceptional circumstances.

If you pass 100% of a full course load during a semester, your grant will be equal to the total provincial amount you borrowed in excess of \$165 per week of study. If you pass 80% of a full course load, your grant amount will be half of the amount borrowed in excess of \$165 per week of study.

Example: If you receive a full-time loan of \$5,950 (\$3,570 federal and \$2,380 provincial) and you were successful in 100% of a full course load, your grant would equal \$2,380. If you passed 80% of a full course load, your grant would equal \$1,190.

While calculation of grant eligibility is semester-based, it is not applied to your outstanding provincial loan balance until you have met all of the eligibility criteria and confirmation that you have graduated from your program has been received by the Student Financial Services Division.

If you do not apply for financial assistance during your final period of study prior to graduation, you must contact the Student Financial Services Division to ensure that your Debt Reduction benefits are applied in a timely manner upon graduation. Debt Reduction eligibility can only be reviewed once the Division has been notified that all requirements have been met.

Note: You must respond to all requests for required documentation from the Student Financial Services Division within two years of graduation.

Early Childhood Education (ECE) Grants

Effective August 1, 2002, the Province implemented a debt reduction grant program for students in ECE programs.

You qualify if you:

- graduate from an approved ECE program within the Province; and,
- have applied and been deemed eligible for assistance for at least half of the required length of the program; and,
- borrow more than \$165 per borrowing week during a given semester; and,
- complete the program within the normal length of the program plus a grace period of up to one academic year (two semesters); and,
- obtain full-time employment (at least 30 hours per week) in a licensed family home or childcare centre within the Province for a period of at least 24 months.

There is no application form required. The Student Financial Services Division will notify you if you meet the eligibility requirements. If you qualify, the outstanding balance of your provincial loan will be adjusted upon confirmation that you have met all requirements.

Revision of Terms (ROT)

You may be able to make arrangements to pay only the interest portion of your loan payments or to extend the repayment period for up to 15 years.

Interest Relief

You may qualify for Interest Relief if:

- you have consolidated your student loans and entered into a Consolidation Agreement; and,
- you reside in Canada or are participating in an international internship program or are a member of the Canadian Armed Forces stationed abroad; and,
- your monthly gross family income (before deductions) falls within the maximum income guidelines; and,
- your eligibility for Interest Relief has not been previously revoked or terminated.

If you are granted Interest Relief:

- you will not be required to make principal or interest payments on your student loans during the approved period;

- the agreed repayment terms of your student loan will be extended by the length of the approved period for Interest Relief;
- both levels of government will make interest payments on your behalf during the approved period.

You can apply for Interest Relief at six month intervals up to a maximum of 30 months at any point during the repayment of your student loan. An additional 24 months of Interest Relief may be available, provided it is needed within the first five years after completion of your post-secondary studies. Applications are available through the NSLSC or visit the CanLearn website at www.canlearn.ca.

Debt Reduction in Repayment

This Government of Canada program is designed to reduce the outstanding principal balance of the federal portion of student loans.

You may qualify if:

- five years have passed since you last attended a post-secondary institution; and,
- you have exhausted all other debt management options; and,
- your loan payments exceed a given percentage of your income.

Contact the NSLSC or visit the CanLearn website at www.canlearn.ca for more information or to apply for Revision of Terms, Interest Relief, and/or Debt Reduction in Repayment.

TABLE 1

Calculation of Parental Contribution			
<i>Example #1: Parental Contribution based on a family size of four with a combined family income of \$50,000. The Moderate Standard of Living Allowance (MSOL) for a family size of four is \$45,242.</i>			
	<u>Parent #1</u>		<u>Parent #2</u>
	\$25,000		\$25,000
	\$4,900 (Tax)		\$4,900 (Tax)
	\$20,100		\$20,100
		\$40,200	
		<u>\$45,242</u>	MSOL
		-\$5042	Discretionary Income
Based on a combined family income of \$50,000, discretionary income is -\$5042. When discretionary income is a negative number, parental contribution is \$0. If this student's total assessed costs of attending school for this semester are \$6,000 and the only available resource is parental contribution, he/she would qualify for \$5,950 in financial assistance for this 17 week semester as maximum loans are \$350 per week of study.			
<i>Example #2: Parental Contribution based on a family size of four with a combined family income of \$85,000. The Moderate Standard of Living Allowance (MSOL) for a family size of four is \$45,242.</i>			
	<u>Parent #1</u>		<u>Parent #2</u>
	\$55,000		\$30,000
	\$16,995 (Tax)		\$6,840 (Tax)
	\$38,005		\$23,160
		\$61,165	
		<u>\$45,242</u>	MSOL
		\$15,923	Discretionary Income
Based on a combined family income of \$85,000, discretionary income is \$15,923. This discretionary income results in a parental contribution of \$63 per week. For a 17 week semester, the parental contribution is \$1,071. If this student's total assessed costs of attending school for this semester are \$5,000 and the only available resource is parental contribution, he/she would qualify for \$3,929 in financial assistance for this 17 week semester.			

Calculation of Parental Contribution (*continued*)

Example #3: Parental Contribution based on a family size of four with a combined family income of \$100,000. The Moderate Standard of Living Allowance (MSOL) for a family size of four is \$45,242.

<u>Parent #1</u>		<u>Parent #2</u>
\$60,000		\$40,000
\$18,540 (Tax)		\$9,120 (Tax)
\$41,460		\$30,880
	\$72,340	
	<u>\$45,242</u>	
	\$27,098	MSOL
		Discretionary Income

Based on a combined family income of \$100,000, discretionary income is \$27,098. This discretionary income results in a parental contribution of \$147 per week. For a 17 week semester, the parental contribution is \$2,499. If this student's total assessed costs of attending school for this semester are \$6,000 and the only available resource is parental contribution, he/she would qualify for \$3,501 in financial assistance for this 17 week semester.

Example #4: Parental Contribution based on a family size of three with a combined family income of \$50,000. The Moderate Standard of Living Allowance (MSOL) for a family size of three is \$39,144.

<u>Parent #1</u>		<u>Parent #2</u>
\$25,000		\$25,000
\$4,900 (Tax)		\$4,900 (Tax)
\$20,100		\$20,100
	\$40,200	
	<u>\$39,144</u>	
	\$1056	MSOL
		Discretionary Income

Based on a combined family income of \$50,000, discretionary income is \$1,056. This discretionary income results in a parental contribution of \$4 per week. For a 17 week semester, the parental contribution is \$68. If this student's total assessed costs of attending school for this semester are \$4,800 and the only available resource is parental contribution, he/she would qualify for \$4,732 in financial assistance for this 17 week semester.

Example #5: Parental Contribution based on a family size of five with a combined family income of \$85,000. Two dependent children are attending post-secondary studies. The Moderate Standard of Living Allowance (MSOL) for a family size of five is \$49,970.

<u>Parent #1</u>		<u>Parent #2</u>
\$55,000		\$30,000
\$16,995 (Tax)		\$6,840 (Tax)
\$38,005		\$23,160
	\$61,165	
	<u>\$49,970</u>	
	\$11,195	MSOL
		Discretionary Income

Based on a combined family income of \$85,000, discretionary income is \$11,195. This discretionary income results in a parental contribution of \$38 per week. For a 17 week semester, the parental contribution is \$646. As there are two dependent children attending post-secondary studies, the parental contribution will be divided equally between the two children (\$323 per child).

Example #6: Parental Contribution based on a family size of four with a combined family income of \$100,000. The Moderate Standard of Living Allowance (MSOL) for a family size of four is \$45,242. Parents are divorced and maintain two separate households.

<u>Parent #1</u>		<u>Parent #2</u>
\$60,000		\$40,000
\$18,540 (Tax)		\$9,120 (Tax)
\$41,460		\$30,880
	\$72,340	
	<u>\$45,242</u>	
	\$27,098	MSOL
	<u>\$22,744</u>	Discretionary Income
		Exceptional expense for maintaining separate residence.
	\$4,354	Revised Discretionary Income

Based on a combined family income of \$100,000 for parents who are divorced/separated and maintain two separate residences, discretionary income is \$4,354. This discretionary income results in a parental contribution of \$13 per week. For a 17 week semester, the parental contribution is \$221. If this student's total assessed costs of attending school for this semester are \$5,800 and the only available resource is parental contribution, he/she would qualify for \$5,579 in financial assistance for this 17 week semester.

TABLE 2**Calculation of Parental Contribution**

Example #1: Pre-study contribution for a student living at home during the pre-study period.

Tracy is a single dependent student living at home during her pre-study period. She graduated in June and plans to attend university in September. During the nine weeks between completion of high school and the commencement of university Tracy will earn \$2,160 from her summer job. Tracy's pre-study period contribution calculation is:

Gross Income	\$2,160	= \$2,160
Less: Taxes	\$2,160 X 6.8%	= \$147
Less: Weekly Living Allowance	\$87 X 9 weeks	= \$783
X 80%	\$1,230 X .80	= \$984

Tracy's student contribution from her pre-study earnings is \$984.

Example #2: Pre-study contribution for a student living away from home during the pre-study period.

Steve is a single independent student living away from home during his pre-study period. He attended university during the last academic year (September 2005 to April 2006). Over the summer he will work during the entire 17 week pre-study period. Steve will earn \$4,300 from his summer job. Steve's pre-study period contribution calculation is:

Gross Income	\$4,300	= \$4,300
Less: Taxes	\$4,300 X 6.8%	= \$292
Less: Weekly Living Allowance	\$190 X 17 weeks	= \$3,230
X 80%	\$778 X .80	= \$622

Steve's student contribution from his pre-study earnings is \$622.

Example #3: Study period contribution.

Jennifer is a single independent student living away from home. She attends a local college and works part-time during the study period, earning \$110 per week. Her study period is 17 weeks in duration. Jennifer's study period contribution calculation is:

Gross Income	\$110 X 17 weeks	= \$1,870
Less Taxes	\$1,870 X 6.8%	= \$127
Less: Weekly Exemption (\$50/wk)	\$50 X 17 weeks	= \$850
Study Period Contribution		= \$893

Jennifer's student contribution from her study period earnings is \$893.

FINAL DOCUMENTATION CHECKLIST

- CRA Form**
Online applicants are required to print, complete and submit the Canada Revenue Agency Authorization Form (CRA) which allows the Student Financial Services Division to confirm student, spouse and/or parental income. This form **MUST** be received prior to **ANY** assistance being released.
- Program Cost Form**
ALL students, except Memorial University or Marine Institute, **MUST** submit this document which details the educational and cost information that is required to calculate need.
- Skills Development/Employment Insurance Information Form**
Students receiving sponsorship and/or EI Benefits from the Federal Government's Skills Development Program will be required to confirm sponsorship details.
Note that 100% funding is normally required before an application will be assessed.
- Childcare Expenses Letter**
Students with a child(ren) over 11 years of age with disabilities, must submit a letter from a physician confirming that daily care is required and attach receipts verifying the amount claimed.
- Foster Child as a Dependent**
A letter from the appropriate government agency, verifying the amount of money being received to support the child is required.
- Reduced Course Load Request Form**
Students wishing to be approved as having a reduced course load are required to submit this form.
- Birth Certificates**
Single parent students and married/common-law students with dependents are required to submit a birth certificate for each dependent child, which indicates both parents' names. (Baptismal certificates indicating both parents' names may also be accepted).
- Child Tax Benefit**
Single parents are required to submit confirmation of receiving Canada Child Tax Benefits. Confirmation can be obtained by calling 1-800-387-1193.
- Verification of Merit Based Scholarships**
Verification from the source for merit based (academic) scholarships will be required.
- Confirmation of Workterm Income**
Must be submitted from the employer or educational institution (where acceptable) verifying start and end dates as well as income earned.
- Common-Law Letter**
A letter from a reputable source that verifies living arrangements for at least 12 months prior to the first day of the month in which you study period commences is required.
- One Parent's Income**
The custodial parent must submit a satisfactory written explanation detailing the circumstances where there is no contact with the other parent.
- Protected Persons Status Document (PPSD)**
This document must be valid for the entire study period. Applications can be made online at <http://www.cic.gc.ca>.
- 900 Series Social Insurance Card**
Application can be made for temporary SIN cards at www.servicecanada.gc.ca.
- Student's Consent to Release Personal Information**
If you want someone else on your behalf to discuss your personal and/or financial information with Student Financial Services this completed form must be submitted.

SERVICE STANDARDS

The Student Financial Services Division has implemented service standards to better serve clients. The following service standards apply to the processing of applications, forms and documentation and to reviewing appeals:

Applications

Internet - 10 business days

Paper - 20 business days

Canada Study Grant (disability) - 10 business days

Forms

Canada Revenue Agency (CRA) - 3 business days

Income Confirmation Form - 15 business days

Appeals

Regular and parental - 14 business days

External Appeals Board - 30 business days

Debt Reduction - 14 business days

Audit

Audit Verification Form - 20 business days

Inquiries

E-mails - 3 business days

Counter services - 30 minutes

Note: If you submit information that the Assessment Officer requested from you, the service standard for review is 3 business days.

DEADLINES

The Student Financial Services Division will be strictly enforcing the following deadlines:

Applications

(Includes Canada Study Grants for the Accommodation of Students with Permanent Disabilities) - eight weeks after the start of classes.

Appeals

Eight weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

External Appeals Board

Six weeks prior to the end of the period of study (semester) to which financial assistance being reviewed relates.

Income Confirmation Form

After the first day of class for the current academic year but no later than eight weeks after the start of classes.