

**Shaded area for office use only**

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|---------------|---|---|------------------|--|
| Date received |   |   | Institution Code |  |
| Y             | M | D |                  |  |

**PART-TIME STUDENT LOAN AND / OR CANADA STUDY GRANT APPLICATION CANADA STUDENT LOANS PROGRAM**

|                                    |                                |                         |
|------------------------------------|--------------------------------|-------------------------|
| Province to which you are applying | Student number (if applicable) | Social Insurance Number |
|------------------------------------|--------------------------------|-------------------------|

**A. PERSONAL DATA**

|  |                        |  |   |
|--|------------------------|--|---|
| Last name  |                        | First name   |   |
| Permanent mailing address (street, rural route, post office box)   |                        |  | Apt. no.  |
| City, town   |                        | Province   | Postal code   |
| Area code and telephone no.  | Date of birth<br>Y M D | Sex<br><input type="checkbox"/> M <input type="checkbox"/> F   | Citizenship status<br><input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent  |
| Marital status<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed |                        | How many <i>dependent</i> children do you have <u>living with you full-time</u> during your study period in each age group?<br><b>NOTE: For children 19 years of age or older to be considered dependent, they must be full-time secondary students or post-secondary students or disabled. Persons who have been out of high school for at least 4 years or have been in the work force for at least 12 months in a row on 2 or more occasions may not be considered dependent.</b> | If permanent resident, you must attach a copy of your Canadian Immigration<br>0 - 11 years of age ▶<br>12 - 18 years of age ▶<br>19 years of age or older ▶ |
| What is the total weekly amount you expect to pay for child care (day-care) for your children, 11 years of age or younger, during class hours for your current / proposed study period?                                      |                        | \$   |   |

**NEXT OF KIN INFORMATION (Do not list your spouse or children under 18 years of age)**

|  |          |             |                             |
|--|----------|-------------|-----------------------------|
| Last name  |          | First name  |                             |
| Permanent mailing address (street, rural route, post office box) (IF DIFFERENT FROM ABOVE) |          |             | Apt. no.                    |
| City, town   | Province | Postal code | Area code and telephone no. |

**B. REASON FOR PART-TIME STUDY**

In order to assist the provincial authority in determining your eligibility for a High-Need Part-Time Canada Study Grant, please indicate by checking the appropriate reason(s) that apply to you, why you are pursuing your studies on a part-time basis rather than on a full-time basis. If there are other considerations that you feel are pertinent, please indicate them in the space provided.

I am a single parent, responsible for the primary care of my dependent children, who are living with me full-time during my period of studies

I am responsible for the primary physical and financial care of elderly dependent(s) requiring supervised care and / or dependent(s) with a permanent disability requiring supervised care

I am a mature student restricted to conditional studies by my school (e.g.: maximum 2 courses)

I am permanently disabled and due to my disability I am unable to undertake at least 60% of a full-time course load. (You must attach proof of your disability, e.g., medical certificate, learning disability assessment)

I am studying part-time to improve my grades

I am studying part-time due to excessive debt payments (charge accounts, car loan payments, etc.)

I am studying part-time as the financial cost of studying full-time is excessive

I could not take full-time studies as the courses I wished to take were not available

Other (please explain)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|   |  |  |
|---|--|--|
| Have you previously received a Canada Study Grant for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No | ▶ If yes, were you successful in passing all course(s) for which you received the Canada Study Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No | ▶ If "yes", please attach a transcript of your marks for the period you received the Canada Study Grant. |
|---|--|--|

**C. INCOME AND ASSET INFORMATION**

If your marital status is married or common-law, your spouse's income and asset information must also be provided in the spaces below.

List all gross income (actual / expected) for the 12 month period, ending with the last month of your current / proposed period of part-time studies. (For example, if your course of study ends December 31, you and your spouse (if applicable) must quote all income from last January up to the date of this application, and estimate your expected income up to the end of December.)

This list should include all gross income (taxable and non-taxable) from employment, government benefits, child-support and alimony payments, monetary gifts and lottery winnings.

**APPLICANT'S INCOME**

| Proof of current income must be supplied by the applicant, for example, letter from employer, photocopy of cheque stub or social assistance stub. This proof of income must be dated within the last 2 months. If you are currently not in receipt of any income, please provide a written statement explaining your current situation. (For example, how you are paying for accommodation, food, etc.). |                 | Status of employment<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time<br><input type="checkbox"/> Unemployed | How many hours per week are you working on average? ▶ |
|--|-----------------|--|---|
| From Year / Month  | To Year / Month | Name of Employer, UIC, Social Assistance (Welfare), etc.   | Gross \$ Amount                                       |
|  |                 |  |   |
|  |                 |  |   |
|  |                 |  |   |
| <b>TOTAL GROSS INCOME (12 month period)</b>  |                 |  | <b>\$</b>   |

**SPOUSE'S INCOME**

| Proof of current income must be supplied by your spouse, for example, letter from employer, photocopy of cheque stub or social assistance stub. This proof of income must be dated within the last 2 months. If your spouse is currently not in receipt of any income, please provide a written statement explaining his / her current situation. (For example, how he / |                 | Spouse's Social Insurance Number                         | Spouse's status of employment<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time<br><input type="checkbox"/> Unemployed | How many hours per week is your spouse working on average? ▶ |
|--|-----------------|--|---|--|
| From Year / Month  | To Year / Month | Name of Employer, UIC, Social Assistance (Welfare), etc. | Gross \$ Amount   |  |
|  |                 |  |   |  |
|  |                 |  |   |  |
|  |                 |  |   |  |
| <b>TOTAL GROSS INCOME (12 month period)</b>  |                 |  | <b>\$</b>   |  |

**ASSETS**

|  |  |
|--|--|
| Total Net value of Registered Retirement Savings Plan (RRSPs) for you and your spouse as of the start of your period of studies. ▶ <b>\$</b> | Total amount of all bank account balances / term deposits / GICs / bonds / stocks / for you and your spouse as of the start of your period of studies. ▶ <b>\$</b> |
|--|--|

**D. APPLICANT'S DECLARATION AND SIGNATURE**

|  |  |  |
|--|--|--|
| Have you ever negotiated a Canada Student Loan for full-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Have you ever negotiated a Canada Student Loan for part-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "Yes", and you have not yet paid the loan in full, what is the total principal and capitalized interest outstanding of your ▶ <b>\$</b> |
| Are you currently in default of a Canada Student Loan for part-time and / or full-time studies? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>I request financial assistance to undertake my part-time post-secondary studies in the amount of ▶ <b>\$</b></b>            |  |
| I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and / or Canada Study Grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the Canada Student Financial Assistance Act. I authorize Revenue Canada to disclose any information pertaining to my income tax records. I certify that I am not currently in default of any Canada Student Loans. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a Canada Study Grant (CSG), it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future CSG funding and possible legal action by the Government of Canada. <b>I understand that, in respect of a Canada Student Loan, if I knowingly make a false statement or misrepresentation in an application or other document or wilfully furnish any false or misleading information I am guilty of an offence under the Canada Student Loans Act, and or Canada Student Financial Assistance Act and will be liable for a fine on summary conviction.</b> |  |  |
| X<br>_____<br>Signature of Applicant   |  | _____<br>Date  |

**SPOUSE'S DECLARATION AND SIGNATURE**

|  |  |
|--|--|
| I have given complete and true information on this form. I understand that personal information that is relevant to a reassessment or an appeal may be shown to the applicant if the applicant appeals his or her assessment or if the appropriate authority makes a reassessment of financial assistance. I authorize Revenue Canada to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant. |  |
| X<br>_____<br>Signature of Spouse  |  |
| _____<br>Date  |  |

**E. PROGRAM INFORMATION**

|  |   |  |
|--|---|--|
| What is the name of the post-secondary institution you plan to attend? | What campus, college or city of this institution will you be attending? (if applicable) | What is your program of study? (If applicable) |
|--|---|--|

|  |                       |  |
|--|-----------------------|--|
| I hereby request financial assistance for the following course(s): |                       |  |
| Course Description   | Course Code           | Type of Instruction<br>(e.g.: in-class / correspondence / tele-course) |
| <b>Example: Literature and Composition</b>                         | <b>e.g.: ENGL 100</b> | <b>e.g.: Correspondence course</b>                                     |
|  |                       |  |
|  |                       |  |
|  |                       |  |
|  |                       |  |

**F. TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION**

|  |   |   |   |
|--|---|---|---|
| Period of studies commencement date<br>Y   M   D   | Period of studies end date<br>Y   M   D | What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of studies?<br>\$ | What are the applicant's book and equipment costs for the period of studies?<br>\$  |
| What is the applicant's percentage of a full course load?<br>%   | Number of weeks of study                | How many hours of class time will the applicant have each week (do not include any lab times)                         | What is the level of the applicant's program?<br><input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Doctoral degree<br><input type="checkbox"/> Certificate <input type="checkbox"/> Master's |
| What faculty / division is the program considered to be in?  |   |   |   |
| <input type="checkbox"/> Administration / Business <input type="checkbox"/> Community Service / <input type="checkbox"/> Health Sciences <input type="checkbox"/> Theology<br><input type="checkbox"/> Agriculture / Related Sciences <input type="checkbox"/> Dentistry <input type="checkbox"/> Law <input type="checkbox"/> Trades<br><input type="checkbox"/> Arts / Sciences <input type="checkbox"/> Engineering / Technology <input type="checkbox"/> Medicine <input type="checkbox"/> Other (specify) |   |   |   |

**I certify that the above information in Section F of this application is correct based on the information provided by the applicant in section E.**

|   |       |                   |
|---|-------|-------------------|
| Name of Authorized Officer of the Educational Institution | Title | Telephone No.     |
| Signature of Authorized Officer                           |       | Date<br>Y   M   D |

**G. TO BE COMPLETED BY THE PROVINCIAL MINISTRY**

|  |  |   |
|--|--|---|
| Assessed and qualified for assistance <input type="checkbox"/> Yes <input type="checkbox"/> No | Type of assistance to be provided<br><input type="checkbox"/> CSG <input type="checkbox"/> Part-Time Loan <input type="checkbox"/> Both                            | Field of study code   |
| Total Income and Assets  | Total amount of previous HNPT CSG awarded to applicant for the current loan year (August 1 to July 31), if any<br><b>Note: cannot exceed \$1,200 per loan year</b> | \$  |
| Tuition Fees   | Did the applicant successfully complete previously SOG funded courses?   | \$ <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Books / Instruments  | Requested amount of assistance by applicant (if indicated)   | \$  |
| Transportation   | <b>TOTAL ASSISTANCE AUTHORIZED</b>   |   |
| Child Care   | Part-time CSL approved   | \$  |
| Miscellaneous  | Provincial part-time loan approved   | \$  |
| <b>TOTAL EXPENSES</b>  | HNPT CSG approved<br>NOTE: Cannot exceed \$1,200 per loan year.  | \$  |
|  | Provincial grant approved  | \$  |

Comments

# CANADA Student Loans

## PROGRAM

### Part-Time Student Loan and / or Canada Study Grant Application

#### Provincial Student Aid Offices

**NEWFOUNDLAND**

Student Aid Office  
Department of Youth Services &  
Post-Secondary Education  
P.O. Box 8700  
St. John's, Newfoundland  
A1B 4J6  
Tel.: (709) 729-4244 Fax: (709) 729-2298

**PRINCE EDWARD ISLAND**

Student Financial Services  
P.O.Box 2000  
Charlottetown, P.E.I.  
C1A 7N8  
Tel.: (902) 368-4640 Fax: (902) 368-6144

**NOVA SCOTIA**

Student Assistance Office  
Department of Education  
Box 2290, Halifax Central  
Halifax NS B3J 3C8  
Tel.: (902) 424-8420 Fax: (902) 424-0540

**NEW BRUNSWICK**

Student Financial Services  
Advanced Education  
Box 6000, 548 York Street  
Fredericton NB E3B 5H1  
Tel.: (506) 453-2577 Fax: (506) 444-4333  
1-800-667-5626

**MANITOBA**

Manitoba Student aid  
409-1181 Portage Avenue  
Winnipeg, MB  
R3G 0T3  
Tel.: (204) 945-6321 Fax: (204) 477-5596

**SASKATCHEWAN**

Student Financial Assistance Branch  
Saskatchewan Learning  
Room B21, 3085 Albert Street  
Regina SK S4P 3V7  
Tel.: (306) 787-5620 Fax: (306) 787-7537

**†QUÉBEC**

Direction générale d'aide financière aux étudiants  
Ministère de l'éducation  
1035, rue de la Chevrotière, 21<sup>ème</sup> étage, Édifice G  
Québec QC G1R 5A5  
Tel.: (418) 646-5425 Fax: (418) 644-1715  
(418) 646-4505

**ONTARIO**

Student Support Branch-Ministry of  
Training, Colleges and Universities  
P.O. Box 4500  
189 Red River Road, 4th Floor  
P.O.Box 4500  
Thunder Bay Ontario  
P7B 6G9  
Tel.: (807) 343-7260  
1-800-465-3958 (Ontario only -TDD)

**†NORTHWEST TERRITORIES**

Department of Education, Culture and Employment  
Box 1320, Yellowknife NT X1A 2L9  
Tel.: (403) 867-7190 Fax: (403) 867-0336  
1-800-661-0793 1-800-661-0893

**\*ALBERTA**

Alberta Students Finance Board  
6th Floor, Sterling Place  
9940 106 Street  
Edmonton AB T5K 2V1  
Tel.: (403) 427-2740 Fax: (403) 422-4516

**\*BRITISH COLUMBIA**

Student Services Branch  
Ministry of Advanced Education  
P.O. Box 9173 Stn. Prov. Govt.  
2nd Floor, 1106 Cook Street  
Victoria BC V8V 9H7  
Tel.: (604) 387-6100 Fax: (604) 356-9455

Students Finance Board  
Department of Advanced Education  
Room 401, 855 8th Ave., S.W.  
Calgary AB T2P 3P1  
Tel.: (403) 297-6345 Fax: (403) 297-6235

**YUKON TERRITORY**

Students Financial Assistance  
Department of Education  
Government of Yukon  
Box 2703  
Whitehorse, YT  
Y1A 2C6  
Tel: (403) 667-5929 Fax: (403) 667-8555

**Note:**

† The Province of Québec and the Northwest Territories have chosen not to issue loans or grants under the Canada Student Loans Program. If you are a resident of either, you should contact the appropriate office listed above for information on student assistance.

\* The Provinces of Alberta and British Columbia utilize an application form for part-time assistance which is different from the application form attached. If you are a resident in Canada in one of these provinces and wish to apply for assistance for part-time studies, you should contact the provincial authority in your province to obtain the proper application form.

**Aussi disponible sur demande en français**

**APPLICANT TO — DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS**

**Application for Assistance for Part-Time Studies**

The *Canada Student Loans Act and Regulations* and / or the *Canada Student Financial Assistance Act and Regulations* set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute.

With respect to the assistance available to part-time students through the Canada Student Loans Program (CSLP), the following definitions apply:

- Student Loan - a debt obligation incurred by a qualifying student on entering into a loan agreement and which is owed to a lending institution or Her Majesty in right of Canada.
- Canada Study Grant (CSG) - financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set-out by the CSLP.

This application form will be used to assess your eligibility for part-time **Canada Student Loan** assistance as well as **Canada Study Grant** assistance for part-time studies.

**Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number to apply. Print clearly and sign the application in ink.**

**INSTRUCTIONS TO THE APPLICANT**

- To apply for Part-time assistance, fully complete sections **A, B, C, D** and **E** of the attached application form.
- Have the Educational Institution at which you are going to be pursuing your part-time studies complete Section **F**.
- Submit the completed application form, along with proof of your current income (and spouse's, if applicable) to the appropriate authority in the province in which you are residing when you are in part-time studies. (See list of Appropriate Authorities on reverse of the application).
- In some provinces you must submit your application directly to your educational institution. Contact your educational institution to be sure of where to submit this completed form.

Note: If you are a previous recipient of a High-Need Part-Time Canada Study Grant, you must also provide documentation indicating successful completion of all previously CSG funded course(s).

**Special Note to Applicants with Permanent Disabilities**

The Canada Student Loans Program provides for the availability of relaxed Full-Time Canada Student Loan Eligibility (e.g., reduced course loads) and additional CSG assistance for student's with permanent disabilities who demonstrate that they have a permanent disability which restricts their ability to participate in post-secondary studies.

If you are an applicant with a permanent disability, you may wish to contact your provincial student aid office and / or financial aid office at your educational institution prior to completing this application form, to obtain further information on the various *Permanent Disability Provisions* available through the Canada Student Loans Program.

**INSTRUCTIONS TO THE EDUCATIONAL INSTITUTION**

- Complete Section "F" on the attached application and verify that all information provided in Section E is complete and correct.

**Terms and Conditions**

**1. Eligibility for Program Assistance**

The Canada Student Loans Program provides assistance for individuals who undertake their program of study on a part-time basis. In order to be eligible you must:

- be a Canadian citizen or permanent resident;
- be attending a designated institution and taking 20 - 59% of a full-course load in a course which has content equivalent to that eligible for a Full-Time Canada Student Loan;
- be resident in Canada in a province or territory which issues loans under the Canada Student Loans Program;
- for part-time CSL eligibility, not have outstanding more than \$4,000 in part-time CSL's at any one time;
- not have defaulted on previous Canada Student Loans for Full-time and / or Part-time studies;
- have a total gross family income not exceeding the income thresholds for part-time CSL's and / or High-Need Part-Time Canada Study Grants, as outlined in the CSLP's **Part-time Students: Loans and Grants** brochure;
- for the purposes of CSG eligibility, demonstrate to the satisfaction of the appropriate provincial authority that you are unable to qualify for enrolment in at least 60% of a course load recognized by the designated educational institution as a full course load for a full-time student.

Note: If you are in default on previous Full-Time and / or Part-Time Canada Student Loans, you will not be eligible for any Canada Student Loan Program Assistance until you have received clearance from the Canada Student Loans Program, Box 2090, Station D, Ottawa ON K1P 6C6, (819) 994-1844. If you are in default of previous loans negotiated on or after August 1, 1995, you will also be ineligible for further CSLP assistance until such time that you have resolved your restricted status with your lender.

**CONTINUED ON REVERSE**

## 2. Eligible Costs - Applications will be assessed based on the following costs (if applicable)

- compulsory school fees, including tuition;
- books and instruments;
- transportation to and from classes;
- child care costs incurred to attend classes;
- an incidental allowance of \$10 per week per course.

Applicants taking studies through correspondence or distance learning may not be assessed child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

## 3. Resources

- an applicant, (and spouse, if applicable) is required to report all family income from wages, government sources, liquid assets, income from investments, gifts, lottery winnings and other sources of income. The combined gross family income (income before deductions) will establish eligibility under the Canada Students Loans Program.

## 4. Assistance Provided

Eligible applicants under the CSLP will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

## 5. Repayment

- the first interest payment on a Canada Student Loan for part-time studies is due 30 days after the loan is advanced by the lender. Payments on principal shall be deferred and interest only payments can be made while a student is in confirmed part-time studies, and up to 6 months following completion of studies. The borrower has the option to apply principal payments during the deferment period,
- principal and interest payments are required beginning the first day of the seventh month after completion of studies.

## 6. Verification

- applicant (and spouse) must sign a waiver releasing income tax data for verification;
- applicant (and spouse) will sign a certification on the application form that the information given is true and he / she is aware of the terms and conditions and will abide by them.

**Every person, who, in respect of a Canada Student Loan, knowingly makes any false statement or misrepresentation in an application or other document or wilfully furnishes any false or misleading information is guilty of an offence under the Canada Student Loans Act, and or Canada Student Financial Assistance Act and is liable for a fine on summary conviction.**

Details of your educational program and costs must be completed and signed by an official of your educational institution.

If you have previously negotiated Part-Time Student Loans, you must fully answer any questions concerning them.

**Note: You must negotiate all Student Loans, Full-Time and Part-Time, at the same participating lending institution. Participating lenders are those institutions who have entered into a contract with the Federal Government.**

### Canada Study Grants (CSG) for High-Need Part-Time Students

Canada Study Grants are intended to assist high-need students in part-time studies who are unable to meet the eligibility requirements of the full-time loan program. Grants may be available for up to \$1,200 per loan year from the federal government, and additional assistance may be available in some provinces, to cover the allowable education costs of eligible part-time students. SOG funding is limited and although every effort will be made to assist as many students as possible, not all applicants may receive funding.

You will be notified by the appropriate authority whether a Canada Study Grant and / or a Part-time Canada Student Loan will be issued to you.

Part-time CSG recipients are required to successfully complete all CSG funded course(s) in order to be eligible for subsequent grants for future studies.

If you received a CSG for part-time studies in a previous / current academic year, your application must include documentation (e.g., a transcript of marks or a letter of verification from a school official) indicating successful completion of the previous course(s).