

This worksheet will help you prepare to complete the online full-time post-secondary application for financial assistance. Refer to the Student Loans & Grants Funding Guide as you complete this worksheet.

Access the Online Application - Available in June 2017

1. Go to the Student Aid website
 - studentaid.alberta.ca
2. Go to the online application
 - **Login to your Account**
3. Enter your Username and Password or Sign-up
 - You **already have** a Username and Password if you have used:
 - Alberta Student Aid Application
 - ApplyAlberta
 - MyTradesecrets

If this is your first time applying online, you may need to verify your identity by providing **one** of the following:

- Two Alberta high school diploma level official marks
- Master Student Financial Assistance Agreement number (Canada or Alberta)
- Loan Certificate Number (from a loan certificate cashed prior to 2013)

If you cannot provide this information, you can still apply online, but you will have limited access to your account until you can provide it.

Once you login to your account, you will be able to:

- See the status of your application
- Upload supporting documentation to your application(s)
- View correspondence from Alberta Student Aid electronically

Help

Forgot your Username or Password?

- You can recover your account information by entering the email address you used to register.

Review Frequently Asked Questions:

- **What is SIAMS**

Contact the Help Desk

- 780-427-5318 | Weekdays: 8:15 am to 4:30 pm MST
- 310-0000 followed by 780-427-5138 | Toll Free within Alberta

Alberta Student Aid Help

If you have questions about Alberta student loans, go to

- studentaid.alberta.ca

OR

- Call the Alberta Student Aid Service Centre:
 - Weekdays: 7:30 am to 8:30 pm MST
 - Toll Free in North America | 1-855-606-2096
 - TTY for the hearing impaired | 1-855-306-2240
 - Toll Free outside North America | Dial the International Access Code + 800 2 529-9242

When you are ready to apply online, be prepared by having all the required information on hand. Remember that all \$ amounts must be submitted in Canadian dollars. Being prepared will:

- help you submit a complete application so Alberta Student Aid does not have to contact you for missing information
- ensure you will be assessed for all the grants and loans for which you are eligible from both Alberta Student Aid and the Canada Student Loans Program
- result in a faster assessment

Personal Information section

You will need to provide the following information:

- First and last name, and initial (same as on your picture ID)
- Current address including postal or zip code and street direction, e.g. S, NW, SE, if applicable. If you move notify Alberta Student Aid.
- Mobile number (to receive text messages)
- Another telephone number
- Email address (so you can receive communications about your funding)
- Social Insurance Number
- Gender and Birthdate
- Maiden Name (if applicable)
- Date you completed or last attended regular high school (excluding high school upgrading)
- Alberta Student Number (can obtain at iae.alberta.ca/ASN)
- Total Income from your 2016 Income Tax Return (line 150)
The amount entered affects grant eligibility. If you submit a change to this amount, grant eligibility will not be reassessed.

You will also answer questions about:

- your citizenship status
- your residency in Alberta
- your marital status
- any Canada Student Loan funding you may have received from another province
- your Indigenous heritage (this is optional)
- your status as a current or former Ward of the Crown (this is optional)

If you are a student with a permanent disability, you need to indicate this on the application and also submit a Schedule 4.

You will be asked to provide “emergency” contact information. This is the name, address and phone number of someone Alberta Student Aid can contact in the event we cannot reach you using the information you provided for yourself.

Dependent Children Information section

For the purposes of student funding, “dependent children” means those children who are living with you and for whom you and/or your spouse/partner are legally responsible. You will be asked to provide:

- Your child(s) first and last name
- Your child(s) birthdate
- Your child(s) relationship to you
- Monthly child care costs for children under 12 years of age \$ _____

Full-time Studies Information section

Make sure you have the following information ready:

- School name and address
- The name of your program **and** your specialization or major
- Your program outcome (e.g. certificate, diploma, degree, Masters, Doctorate, Journeyman Certificate)
- The year of the program you will be in
- The length of your program
- Your Period of Study Start and End Dates
- Your School Student ID number, if known

You will also be asked:

- If you are enrolled in a correspondence, e-learning, or distance study program
- If you will complete your program of study and receive your post-secondary credential by your end date
- To provide the campus address, if you are attending a private career college

Educational Costs and Available Resources While You Are in School section

Before you go online, keep track of your resources and costs in the chart below. Sometimes you will be asked for monthly amounts; other times for annual or one-time amounts. Make sure you enter the amount asked for so your application is assessed correctly.

Monthly Resources you have while in school	Monthly Resources (\$)
RESPs and Voluntary Contributions from Parents	
Alimony and/or Child Support you receive	
Employment Insurance (EI Benefits)	
Assured Income for the Severely Handicapped (AISH)	
Income Support	
Workers' Compensation Benefits	
Indigenous and Northern Affairs Canada/Band Funds	
Income from other sources (e.g. pensions, rental property, business). Do not include employment income for you or your spouse/partner, assistantships, stipends, Child Tax Benefits, GST Credit, Income Tax Refund, or Registered Disability Savings Plan.	

Other Resources Available	Annual Resources (\$)
Total Assets (including spouse/partner assets) e.g. term deposits, bonds, stocks, GICs, etc.	
Annual resources targeted to your education costs (e.g. gifts or financial contributions from individuals other than your parents). Do not include savings, RRSPs, line of credit or any other resources reported on other fields of the application.	

Scholarships/Bursaries/Fellowships	One-time Resources (\$)
Total amount of all of your awards	

Education Costs for 2017-2018 Study Period	Annual Costs (\$)
Tuition	
Mandatory Fees (does not include housing/residence costs)	
Books/Supplies/Instruments	
Computer Costs	

When you are ready to apply online and have entered all of your costs and resources you will be asked to enter your **Requested Need**. If you leave this field blank, Alberta Student Aid will calculate the maximum amount of funding you are eligible to receive. If you want **less** than the maximum, you can enter that amount in this field.

You will also be asked:

- If you will pay rent or mortgage while attending school
- If you pay monthly child support

Parental Personal and Financial Information - Schedule 1

If you are a dependent student, e.g. you are single and have been out of high school for less than 4 years, and you have not been available for full-time work for 2 or more years since you left high school, you must submit a Schedule 1. If you do not submit a Schedule 1 you will not be eligible for Canada Student Grants.

Part A of Schedule 1 must be completed to determine your provincial residency.

You will be asked:

- if at least one of your parents reside in Alberta.
- where your parents reside if they do not live in Alberta, and when they moved out of Alberta.
- if you stayed in Alberta to begin or continue your post-secondary studies if your parents moved outside of Alberta.

Part B of Schedule 1 is optional to complete. If you want to be considered for federal grants and loans and the Alberta Low Income Grant, you need to complete Part B on your original application but you will need more information about your parents. You will be asked to provide:

- First and last names of your parents
- The size of your family and number of children attending post-secondary studies
- Total income of your parents from their 2016 Income Tax Returns or expected reduced yearly income if they think their income will be lower in 2017. The amount entered affects grant eligibility. If you submit a change to this amount, grant eligibility will not be reassessed.

Parent 1 \$ _____ Parent 2 \$ _____

You will also be asked if there is a transit system available from your parents' home to the school you will be attending.

Spouse/Partner Information - Schedule 2

If you are married/common law, you must complete Schedule 2.

You will be asked to complete the following information about your spouse/partner:

- Social Insurance Number
- First and last name
- Birthdate
- Total income from Line 150 of 2016 Income Tax Return
\$ _____. The amount entered affects grant eligibility.
If you submit a change to this amount, grant eligibility will not be reassessed.

You will also be asked:

- If your spouse/partner has lived in Alberta all their life
- Their sources of income, e.g. AISH, Canada Pension Plan (CPP) disability benefits, EI Benefits and Income Support.
- Their school status, e.g. if they will be a full-time student during the same time that you are a full-time student

Concurrent Enrollment and Exchange/Field Study Programs - Schedule 3

If you are a concurrently enrolled student or if you are an exchange/field study student, you need to complete Schedule 3.

- Concurrent enrollment means you are simultaneously attending more than one school on a part-time basis (less than 60% of a full-time course load at each education institution). You will be asked to provide:
 - The name of your primary school
 - The name(s) of your additional school
- If you are an exchange/field study student, you will be asked to provide the name of your home school (e.g. the school where your tuition costs are paid) and your airfare cost, if applicable.

Federal/Provincial Grant for Post-Secondary Students with Permanent Disabilities - Schedule 4

If you have a documented permanent disability and are attending post-secondary studies, you may be eligible to receive more student aid.

- Talk with a Disability Advisor/Reviewer at your school about your educational goals and what kind of supports may already be in place at your chosen school.

Documentation you must include:

- proof of your permanent disability
- copies of a medical letter
- a learning disability assessment or documentation proving you are in receipt of federal and/or provincial disability assistance such as AISH
- an estimate of equipment costs and an assessment fee