



# Manual Confirmation of Registration (COR) Instructions for Schools FAQ & Samples

**The Confirmation of Registration (COR) worksheet must be completed and returned to Alberta Student Aid by the school.**

Sample of Confirmation of Registration mailed to students:

1. Attending a Manual COR school, or
2. Are concurrently enrolled

To: Student Addressee

You have already been sent a Student Award Letter advising that you are eligible to receive student aid. You can review your award by visiting Online Services at [studentaid.alberta.ca](http://studentaid.alberta.ca).

Before your student aid can be issued to you, your school must confirm that you are a full-time student in the program and for the session dates you provided on your student aid application. In order for your school to confirm your registration, take the attached Confirmation of Registration worksheet to your school to complete. Also take the FAQ document as it contains information that will help your school complete the worksheet.

Before you go to your school, make sure that you are registered in a full-time course load and that your personal information, program name, and session dates on the worksheet are correct. If any of this information is incorrect, call the Student Aid for further instructions.

Once we receive confirmation of your registration from your school, we will issue your student aid according to the disbursement schedule and conditions outlined in your Student Award Letter.

Please note that you are responsible to pay tuition to your school from your student aid. We cannot issue student aid directly to your school.

## **Alberta Student Aid Contact Information:**

- 1 855-606-2096 (toll free from anywhere in North America)
- 1 855-306-2240 (TTY for the hearing impaired)
- Dial the international access code + 800-2-529-9242 (toll free outside North America)

## FAQ - Confirmation of Registration (COR) Worksheet for Schools

### Why am I getting this worksheet?

You must confirm that this student is registered full-time at your school before Alberta Student Aid can release the student's loan and/or grant funding.

### What counts as 'full-time'?

'Full-time' means that the student is registered in at least 60% of a full-time course load at your school (or 40%, in the case of a student with a permanent disability) during the Program Session. If so, you can confirm the student as 'Yes'. You may also confirm as 'Yes' if the student is concurrently enrolled at two or more schools and you have received a letter from Alberta Student Aid listing all the courses the student is taking.

### What do I do if someone is not registered yet?

You do not need to send a response immediately. Once the student has registered (or once you know the student will not register), send the completed worksheet back to us.

### When must I return the COR Worksheet?

To prevent delays for the student, you should return the COR worksheet as soon as possible.

### Can I change the Studies Information section?

No! If you make changes to this section, we will likely cancel the student's funding. There are certain cases (see *Acceptable Parameters* on reverse) when you can confirm as 'Yes' even when the studies information is slightly inaccurate. But if you are confirming as 'Yes,' do not make changes to the studies information on the worksheet.

### What happens if the student is only registered in one semester?

If the indicated Program Session is a study period of more than one semester but the student is only registered in one semester at this time, you may still confirm as 'Yes,' unless you have reason to believe the student will not enroll in the subsequent semester(s). (Later, if the student ends up not registering in future semesters, complete the Amend Registration section of the worksheet to inform us.)

### When should I confirm the student as 'No'?

You should confirm the student as 'No' if the student Withdrew entirely, Never Attended (or will not attend) as a full-time student, or Dropped to Part-Time Studies.

### When do I complete the Confirmed as 'No' Effective Date field?

Complete this field only if the student has withdrawn or dropped to part-time studies before you've confirmed as 'Yes.'

### What is the Amend Registration section for?

This section is to be used only if you have previously confirmed the student as 'Yes,' and later the student ceases to be registered full-time before the indicated Session End Date. Be sure to keep a copy of the COR worksheet on file in case you need to report a change in registration status.

### Who can I contact if I have questions?

- 1 855-606-2096 (toll free from anywhere in North America)
- 1 855-306-2240 (TTY for the hearing impaired)
- Dial the international access code + 800-2-529-9242 (toll free outside North America)

## Acceptable Parameters

It is crucial to check that the student's program and session dates match the information on the COR worksheet, or that they fall within these acceptable parameters. If the COR worksheet information is inaccurate, you may still be able to confirm the student as 'Yes'. The acceptable parameters are:

- **Program name is the same** and session dates fall within the acceptable time frame **or**,
- **Program name is not the same**, session dates fall within the acceptable time frame **and** the new program's costs (tuition plus mandatory fees) are within ~\$100 of the listed program's costs. In this case, after you confirm as 'Yes', the student should be advised to submit a Request for Review (Level 1: Request for Reconsideration Form) with the correct program name and information. Request for Review forms are available on [studentaid.alberta.ca](http://studentaid.alberta.ca).

**Exception:** Out-of-province schools should still confirm registration if the program name and costs do not match. Students need to provide a Request for Review (Level 1: Request for Reconsideration Form) if their information is incorrect.

**Acceptable Session Start Date:** Can fall on the 16<sup>th</sup> day or later of the prior month or up to the 15<sup>th</sup> day of the same month.

**Example:** If the worksheet Session Start Date shows Sep 1<sup>st</sup>, your session start date can fall between Aug 16<sup>th</sup> and Sep 15<sup>th</sup>.


**Acceptable Session End Date:** Can fall on the 7<sup>th</sup> day or later in the same month or up to the first 6 days of the following month.

**Example:** If the worksheet Session End Date shows Apr 30<sup>th</sup>, your session end date can fall between Apr 7<sup>th</sup> and May 6<sup>th</sup>.

**Do not Confirm as 'Yes' using this worksheet if Program and/or Session Dates are not within the acceptable parameters.** In this case, the student must submit a Request for Review (Level 1: Request for Reconsideration Form) with details of their correct program information. Once received, Alberta Student Aid will update the information and send a new worksheet to the student to bring to the school.

## COR Worksheet Sample

Determine if session dates match (see parameters above). Do not update incorrect information on the worksheet. If information is wrong, ask the student to submit a Level 1: Request for Reconsideration form so that a new worksheet can be created.



**CONFIRMATION OF REGISTRATION WORKSHEET**  
MUST BE COMPLETED BY YOUR SCHOOL AND RETURNED IMMEDIATELY TO  
PREVENT FUNDING DELAYS

Return completed worksheet as soon as possible.

<b>ASN:</b> _____ <b>Institution:</b> _____		<b>Disbursement Schedule</b>		
<b>Last Name:</b> _____	<b>Program Session:</b> _____	<b>Date</b>	<b>Type</b>	<b>Amount</b>
<b>First Name:</b> _____	<b>Program:</b> _____	01-Sep-2017	ASL	\$4,110
<b>Birthdate:</b> _____	<b>Specialization:</b> _____	01-Sep-2017	CSGFT	\$1,500
<b>School ID:</b> _____	<b>Course Load:</b> _____	01-Jan-2018	CSL	\$7,140
<b>SFS App ID:</b> _____	<b>Concurrent Enrolment:</b> _____	01-Jan-2018	ASL	\$11,250
			CSGFT	\$1,500

Confirm as 'Yes' or 'No'. A 'No' response will cancel the student's application.

Confirmed As: Yes \_\_\_\_\_ OR No \_\_\_\_\_

Reason for Confirmed as 'No': Withdrew \_\_ or Never Attended \_\_ or Dropped to Part Time Studies \_\_

Confirmed as 'No' Effective Date (Except for Never Attended): Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Authorization -** \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Authorized Official (Print)      Signature of Authorized Official

\_\_\_\_\_  
DD \ MMM \ YYYY (Today's Date)

School Stamp or Seal

Student's disbursement schedule, for informational purposes only.

Only complete the Amend Registration section (not fully shown here) if the student drops below full-time enrolment during the study period.

**AMEND REGISTRATION SECTION - Only complete if you have already confirmed as 'Yes' and the student drops below full-time enrolment before the Session End Date.**

The Concurrent Enrolment Field will only appear if the student has indicated they are attending part-time at multiple schools, so as to qualify for full-time funding. Only confirm as 'Yes' for these students if you have received a letter of Concurrent Enrolment from Alberta Student Aid.

All information here must be completed by an authorized official at the school.