

# Cashing your Part-time Canada Student Loan/Grant



Submit your documents right away, so you can receive your funds.

## 1. Your school confirms your registration and requests payment of tuition/fees

Bring your Certificate of Eligibility Part-time Student Loans and Grants (Schedule 1A) to your school:

Your school confirms your registration and requests funds for your tuition and fees to be paid directly to your school. The National Student Loans Service Centre must receive your Schedule 1A within 30 days of your school confirming your registration and signing your Schedule 1A. Also, your Agreements cannot be cashed after your Period of Study End Date.

### Has your information on Schedule 1A changed?

Return your certificate to Student Aid Alberta and attach separately a note explaining how your information has changed.

### Mail to:

Student Aid Alberta  
PO Box 28000, STN Main  
Edmonton, Alberta T5J 4R4

## 2. Complete a Canada Student Loan Agreement for Part-time Students

- Fill in the Student Information section on the Canada Student Loan Agreement (received with your Schedule 1A).
- Provide the following bank information, or attach a void cheque to have your funds deposited into a Canadian bank account:
  - **Transit Number / Bank ID / Account Number** (Refer to bottom of your cheque)
  - **Name and Address of Financial Institution**

Note: If you do not provide your banking information, a cheque will be mailed to you.

## 3. Submit your signed documents to a Designated Canada Post Outlet

When you bring your signed loan certificates to a designated Canada Post outlet, you must also provide 2 pieces of government issued ID. One piece must have your photo and the other must provide your SIN. Photocopies of originals are acceptable to present to a Canada Post agent, with the exception of the SIN card. Ensure your photocopies are legible.

It's important to bring:

- Certificate of Eligibility (Schedule 1A)
- Canada Student Loan Agreement for Part-time Students
- **2 pieces of government ID** (issued in Canada):
  - One piece of photo ID - your driver's license, passport or citizenship card, PLUS
  - A proof of SIN - your Social Insurance Number card, Canada Revenue Agency Notice of Assessment, Canada Pension Plan Statement of Contributions or other confirmation of social insurance number from Service Canada.
- Your void cheque, or completed banking information.

### Register to manage your loan online at [canlearn.ca](http://canlearn.ca):

You can view when your funds are deposited into your account, or if they are in the mail. Direct deposit funds normally arrive in about a week and cheques can take up to two weeks from the date the NSLSC receives your signed Schedule 1A.

## For more information:

### Call the National Student Loans Service Centre:

- 1-888-815-4514 toll free in North America
- 1-888-815-4556 TTY for hearing impaired
- International access code + 800-2-225-2501 toll free outside North America:
- Countries with no international access code: Call the operator at 0800 096-0634, then call collect: 905-306-2950

### Mail Address:

National Student Loans Service Centre  
PO Box 4030  
Mississauga, ON L5A 4M4

### Courier Address:

National Student Loans Service Centre  
2 Robert Speck Parkway, 14th Floor  
Mississauga, ON L4Z 1H8