

# Required Information for a Correspondence/E-learning/Distance Study Program

Students should submit this form only when they receive a request to do so from Student Aid Alberta.

Student Name: \_\_\_\_\_ Program of Study: \_\_\_\_\_

### To the Student

Under the Pan Canadian Designation Policy Framework there are specific requirements that must be met for students requesting full-time or part-time funding when enrolled in a correspondence/e-learning/distance delivered program. In order to determine whether you are eligible to receive full-time or part-time funding, please work with the Registrar's Office to complete this form.

### To the School Official - please provide answers to the following questions:

- 1) Can students enrolled in this correspondence/e-learning/distance program be considered registered full-time by your institution?  Yes  No  
If yes, provide the credit/hour requirements for full-time enrollment: \_\_\_\_\_
- 2) Are all of the courses within this correspondence/e-learning/distance program offered in a specified time frame (with a definite start and end date)?  Yes  No
- 3) How are students monitored to ensure that academic progress and minimum full-time course loads are being maintained? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) What procedure does your institution have in place for those students who are not progressing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Are students completing a minimum of 20 hours per week of student activity or participation?  Yes  No
- 6) Are your residents eligible to apply for full-time financial assistance through the relevant student funding authority?  Yes  No
- 7) Does the correspondence/e-learning/distance division of your institution operate under separate administration and financial aid offices from the main institution?  Yes  No

### To the School Official - please complete

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Email address \*Required

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

#### Send completed documents to Student Aid Alberta

- **Electronically:** 1. Visit [studentaid.alberta.ca](http://studentaid.alberta.ca) 2. Sign in to your account 3. Submit securely using Upload Electronic Document(s)
- **Email:** [designationinquiry@gov.ab.ca](mailto:designationinquiry@gov.ab.ca)
- **Mail to:** Student Aid Alberta, PO Box 28000 Stn Main, Edmonton AB T5J 4R4