

Student Aid Options for Part-Time Post-Secondary Students

Eligibility Requirements for Part-Time Loans and Grants:

- You must be a resident of Alberta. This means that:
 - Alberta is the last province you have lived in for 12 consecutive months without being a full-time post-secondary student, or
 - You are living in Alberta and have **never lived in any** Canadian province for 12 months in a row. In this case, submit a Residency Résumé (studentaid.alberta.ca) and/or a letter to explain your residency situation.
- You must demonstrate financial need.
- Eligibility for student aid is determined by using an income threshold table based on line 150 of your and your spouse's/ partner's (if applicable) income tax return. Your combined income must be **less than** the amounts listed in the charts on Page B.
- Any federal or provincial loans you have must be in good standing.
- If you are in default on your Canada Apprentice Loan, you are not eligible to receive further student financial assistance until your restriction is removed.
- Courses must be part of an approved program of study and taken for credit.

Tips to Complete Your Application

- All \$ amounts must be submitted in Canadian dollars.
- Apply at least 4–6 weeks before your course(s) start.
- Ensure Alberta Student Aid receives this application at least 30 days before this application's session end date.
- Part-time student aid is intended to help cover the cost of tuition, books, travel, and daycare (if applicable).
- If you have received previous part-time student aid, you must successfully complete all previously funded courses to receive student aid on a subsequent application.
- Section 5 of this application must be completed and signed by your educational institution.

Faxed, scanned or uploaded documents are not accepted. You must provide an original signature.

Important Notice - If you have Alberta Student Loans, have your educational institution complete a Confirmation of Registration (Form B) form to reinstate your loans to interest free status.

For All Student Aid Inquiries Call the Alberta Student Aid Service Centre:

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

You may be asked to provide your Social Insurance Number, Alberta Student Number (ASN), and/or School Identification Number. Please have these numbers available for reference.

If you do not know your ASN, or do not have an ASN, go to: iae.alberta.ca/ASN

You can also call toll-free in Alberta at 310-0000 to have a Request for Alberta Student Number form mailed to you. Due to privacy issues, ASN's will not be given over the phone.

For further assistance:

- Contact the Financial Aid Office at the school you plan to attend
- studentaid.alberta.ca

Alberta Student Aid Mailing Address

ALBERTA STUDENT AID
PO BOX 28000 STN MAIN
EDMONTON AB T5J 4R4

In the Charts Below

- Family size means you, your spouse/partner, and your dependent children (if applicable).
- If your family income last year was higher than the amounts listed in the charts but is now lower, you may provide an explanation of your situation and documentation of your current income.

Alberta Part-Time Grant*

*You must be attending an educational institution in Alberta.

Students attending a post-secondary institution may be eligible for up to **\$600 per semester**. The maximum grant funding available for one calendar year is \$1,800.

Family Size	1	2	3	4	5	6	7 or more
Income Limit	\$48,547	\$67,966	\$81,464	\$91,032	\$98,465	\$104,532	\$109,663

Part-Time Canada Student Loan*

*Your balance cannot exceed \$10,000 at any time.

Additional Eligibility Criteria to receive maximum \$10,000

- must be enrolled in 20 - 59% of a full-time course load

Family Size	1	2	3	4	5	6	7 or more
Income Limit	\$48,547	\$67,966	\$81,464	\$91,032	\$98,465	\$104,532	\$109,663

Canada Student Grant for Part-Time Studies**Additional Eligibility Criteria to receive up to \$900 per semester (up to a maximum of \$1,800 annually) in grant funding**

- must be enrolled in 20 - 59% of a full-time course load

Family Size	1	2	3	4	5	6	7 or more
Income Limit	\$25,159	\$31,324	\$38,508	\$46,753	\$53,027	\$59,806	\$66,585

Canada Student Grant for Persons with Permanent Disabilities**Additional Eligibility Criteria**

- must have part-time Canada Student Loan eligibility
- must be a person with a permanent disability as defined by the Canada Student Loan Program
- must provide acceptable documentation of permanent disability as required by the Canada Student Loan Program
- must complete a Schedule 4 the first time you are applying as a student with a documented permanent disability. The Disability Advisor/Reviewer at your school may be authorized to sign your Schedule 4. Check with the Advisor/Reviewer first for assistance and further instructions.

Family Size	1	2	3	4	5	6	7 or more
Income Limit	\$48,547	\$67,966	\$81,464	\$91,032	\$98,465	\$104,532	\$109,663

**Canada Student Grant for Services and Equipment
for Persons with Permanent Disabilities****Additional Eligibility Criteria**

- must have part-time Canada Student Loan eligibility
- must have a need for exceptional education-related services or equipment required to participate in post-secondary studies
- must provide acceptable documentation of permanent disability as required by the Canada Student Loan Program
- must complete a Schedule 4 for each year that you apply for student aid. The Disability Advisor/Reviewer at your school may be authorized to sign your Schedule 4. Check with the Advisor/Reviewer first for assistance and further instructions.

Family Size	1	2	3	4	5	6	7 or more
Income Limit	\$48,547	\$67,966	\$81,464	\$91,032	\$98,465	\$104,532	\$109,663

Application for Financial Assistance For Part-Time Post-Secondary Studies 2017/2018

(Taking less than 60% of a Full Course Load)

17/18 P

- Alberta Student Aid must receive this application at least **30 days** before this application's session end date.
- **To complete a fillable form:** 1. Save to your desktop. 2. Complete form. 3. Save final. Check, then submit. Never complete in a browser.

Section 1 - Personal Information

Last Name (current legal name)

First Name (current legal name)

Middle Initial

If you have changed your name since you last applied, provide legal documentation.

Apartment or Box Number

Street Address (add direction, e.g. S, NW, SE, if applicable)

City/Town

Prov/State

Country

Postal/Zip Code

Mobile Number (format: 999-999-9999) to receive text messages

Telephone Number (format: 999-999-9999)

Email Address

Citizenship Status: (check one)

(Students with a study permit are not eligible for funding from Alberta Student Aid)

- Canadian
- Permanent Resident
- Protected Person* (see explanation on bottom right)

Have you lived in Alberta all your life? Yes No

If no, is Alberta the last province you have lived in for 12 consecutive months without being a full-time post-secondary student? Yes No

The following question is optional. Your answer will not affect your eligibility for funding. If you wish to declare your Canadian Indigenous heritage as indicated under Section 35 of the *Constitution Act*, 1982, check the box that applies to you. Advanced Education uses the information about Canadian First Nations, Métis, and Inuit students to measure the effectiveness of programs and to research ways to improve Indigenous student success rates.

- Status Indian/First Nations Métis
- Non-Status Indian/First Nations Inuit

Social Insurance Number (SIN)

Gender Male Female

Birthdate

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Marital Status: (check one)

(for definition of dependent children, see Section 3)

- Single (no dependent children)
- Single (with dependent children)
- Separated/Divorced/Widowed (no dependent children)
- Separated/Divorced/Widowed (with dependent children)
- Married
- Common Law

You are considered to have a common law partner if:

- you and an individual have lived together in a conjugal relationship continuously for the past one year, or
- you have declared an individual to have a status equivalent to that of your common law partner under any law of Alberta or of Canada, or
- you and an individual are living together in a conjugal relationship where there are one or more children of the relationship by birth or adoption.

Maiden Name (if applicable)

Date completed/last attended regular High School (excludes upgrading)

Month	Year
<input type="text"/>	<input type="text"/>

Alberta Student Number (mandatory)

(obtained from Alberta Transcript of High School Achievement)

*Students who are Protected Persons, including Convention Refugees, may be eligible for student aid. You must submit:

- A copy of your Social Insurance Number card
- AND** a copy of **one** of the following:
 - Notice of Decision, or
 - Verification of Status Document (VOS)

These documents must be valid at the start of your current study period.

Section 2 - Emergency Contact Information

Alberta Student Aid will contact the person below to obtain your new address, phone number or email address if unable to contact you using the information you provided on page 1.

Last Name		City/Town	
<input type="text"/>		<input type="text"/>	
First Name	Middle Initial	Prov/State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal/Zip Code		Telephone Number (format: 999-999-9999)	
<input type="text"/>		<input type="text"/>	
Apartment or Box Number		Relationship to You	
<input type="text"/>		<input type="text"/>	
Street Address			
<input type="text"/>			

Section 3 - Dependants

Dependent children mean those children who are living with you and for whom you and/or your spouse/partner are legally responsible.

Number of dependant(s) between 0–11 years of age

Number of dependant(s) between 12–18 years of age

- How many of these dependant(s) have a permanent disability, aged 12 or older*?

*Provide documentation of care required for your dependant with a permanent disability.

How much is your monthly childcare cost (after subsidy) for those children 11 years old or younger, or children 12 – 18 who have a permanent disability? \$

Section 4 - Income and Resource Information Before Starting School

To be completed by the applicant and the applicant's spouse/partner

Enter the Applicant's total income from line 150 of 2016 tax return \$

Enter Spouse's/Partner's total income from line 150 of 2016 tax return \$

Spouse's/Partner's Social Insurance Number

Date spouse/partner completed/last attended regular High School (excludes upgrading) Month Year

Has the Applicant's spouse/partner lived in Alberta all their life? Yes No

- If no, is Alberta the last province the Applicant's spouse/partner has lived in for 12 consecutive months without being a full-time student? Yes No

Is the Applicant currently receiving Assured Income for the Severely Handicapped (AISH) ? Yes No

Is the Applicant currently receiving Income Support? Yes No

Section 5 - To be completed by the Awards Officer or Registrar's Office or representative of your school

Important Notice - If you have Alberta Student Loans, have your educational institution complete a Confirmation of Registration (Form B) form to reinstate your loans to interest free status.

What is the student's expected PERCENTAGE of a full course load? %

Educational Institution Information

Name of School

City/Town

Prov/State Country

Campus Name (if not attending main campus)

Program

Program Outcome

Certificate Diploma Degree Degree – Masters Degree – Doctoral

Note: This application for student aid can cover part-time studies for up to 12 months, however, if the student is enrolled in more than one course and there is a 30 day gap between courses, the student must apply for student aid on a separate application.

Is the student enrolled in a correspondence/e-learning/distance study course(s)? Yes No

School Student ID Number

Alberta Student Number

Start

Study Dates

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End (include final exam dates)

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

School Stamp

Program Information

No. of Courses	*Tuition and/or Fees	*Book/Supply Costs (Includes Rentals)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Round to the nearest dollar*

List Course(s) for Current Study Period (mandatory) Only list courses for which the student will receive credit.

Signature of School Official

Title of School Official

Today's Date

X SIGN HERE

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name of School Official

Direct Telephone Number (format: 999-999-9999)

Email Address

Section 6 - Additional Information Required

Do you want to be considered for a Part-time Canada Student Loan? Yes No

I have had a Canada Student Loan Yes No

I have defaulted on my previous Full-time or Part-time Canada Student Loan and/or Canada Apprenticeship Loan (CAL) Yes No Not Applicable

- If yes, you are not eligible to receive further student aid until your loans are brought up to date.

I still owe on a **Part-time Canada Student Loan** Yes No Not Applicable

• If yes, indicate the outstanding amount of principal and interest \$

I have previously received funding for Part-time studies. Yes No

- If yes, did you pass all of the courses for which you received funding? Yes No

Are you a student with a permanent disability? Yes No

- *If yes, and you have previously provided documentation to confirm your permanent disability, you do not have to submit more documents with this application.
- If yes, you may qualify for the Canada Student Grant for Persons with Permanent Disabilities.
- If yes, and you require assistive services or equipment, you may qualify for the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities.
- To apply for either federal grant, you must complete a Schedule 4. For assistance or more information, see the Disability Advisor/Reviewer at your school.

Section 6A - Requested Need - You can enter an amount below or, if you leave it blank, a calculation will be done

Total Part-time assistance requested \$

NOTE: This student aid is intended to help cover the cost of tuition, books, travel and daycare (if applicable).

Section 7 - Applicant Consent and Declaration

Advanced Education is collecting this personal information under the authority of sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) to determine and verify your eligibility for financial assistance, to administer (including research, statistical analysis, and evaluations) and to enforce student financial assistance programs in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).

The personal information in this Application may be disclosed to:

- federal government departments or agencies (including Employment and Social Development Canada) to verify any information you have provided, to determine your eligibility for financial assistance, to administer student financial assistance programs, and to conduct research, statistical analysis, and evaluations related to student financial assistance programs;
- educational institutions to verify any information you have provided, to determine your eligibility for financial assistance, to assist your educational institution to respond to your inquiries concerning the status of your Application and to administer student financial assistance programs;
- any credit bureau to verify any information you have provided, to determine your eligibility for financial assistance and to administer student financial assistance programs.

If you have any questions about the collection, use or disclosure of this information, call the Alberta Student Aid Service Centre toll free at 1-855-606-2096 from anywhere in North America. You can also mail your questions to Alberta Student Aid, Privacy Officer, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.

Section 7 - Applicant Consent and Declaration - Continued from page 4

I declare that:

- the information provided by me in this Application, and all applicable schedules, is true and complete, including all financial information, and I understand that the information that I have provided is subject to review and assessment by the Minister of Advanced Education in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*.
- I will use any financial assistance awarded to me towards the cost of my education.
- I have not applied to another province or territory for student financial assistance for the same period for which I am applying for funding in this Application.

I agree to:

- provide information or documents as requested by Advanced Education to verify any statements made in this Application.
- immediately notify Advanced Education in writing of any change in my address, marital or common law partner status, financial circumstances, academic status or study period.
- repay my loan in full.

I understand that:

- I may be required to immediately repay any financial assistance I receive if there are any changes to my financial circumstances, marital or common law partner status, academic status or study period.
- I may be denied financial assistance if I fail to notify Advanced Education in writing of any change in my financial circumstances, marital or common law partner status, academic status or study period, or fail to provide documents or information as requested by Advanced Education to verify statements made in this Application.
- if I make a false or misleading statement in this Application, or fail to disclose information as requested by Advanced Education, I may be denied financial assistance, and/or required to immediately repay all financial assistance received, and/or subject to criminal prosecution.

- I am not entitled to apply for or receive financial assistance from another province or territory for the same period of time that I am getting financial assistance from Advanced Education.
- failure to disclose information or provide updated information as requested by Advanced Education may constitute the making of a false or misleading statement.
- Advanced Education has the right to recover benefits I receive which I am not entitled to, including any benefits received due to administrative errors.

If I receive financial assistance, I acknowledge the authority of, and where a consent is required hereby irrevocably authorize the Minister to disclose and exchange my personal information with:

- the Government of Canada, the National Student Loans Service Centre, any provincial or territorial government department or agency, any lending institution where I may have a student loan, any educational institution or credit bureau for any purpose related to the verification of information provided by me and for administration and enforcement related to student financial assistance programs;
- Employment and Social Development Canada through the Social Insurance Registry to verify my Social Insurance Number, name, date of birth, and gender solely to confirm identification for the purpose of financial assistance;
- Alberta Community and Social Services and Alberta Labour to operate and administer financial assistance programs, including determining my eligibility, and the eligibility of my spouse/partner, for financial assistance;
- any of the following: lending institutions; credit bureaus; the educational institution(s) named in the Application; and any third party authorized to collect a debt owed to Her Majesty the Queen in right of Alberta, in each case for any purpose relating to administration, enforcement or collection related to student financial assistance programs;
- federal government departments or agencies or the educational institution(s) named in the Application to conduct research, statistical analysis, and evaluations related to student financial assistance programs.

I have read, understood, and agree to be bound by all of the consents and declarations contained within pages 4 and 5 of this Application.

Applicant Signature (in ink)

Today's Date

<p>X SIGN HERE</p>	Day	Month	Year	

Spouse/Partner Declaration

Advanced Education is collecting this personal information under the authority of sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) (“FOIP”) to determine and verify the Applicant’s eligibility for financial assistance, to administer (including research, statistical analysis, and evaluations) and to enforce student financial assistance programs in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with FOIP.

The personal information may be disclosed to:

- federal, provincial or territorial government departments or agencies or educational institutions named in this Application, to verify information the Applicant provided, determine the eligibility of the Applicant for financial assistance and to administer student financial assistance programs.
- the federal government for use in research, statistical analysis and evaluations related to student financial assistance programs.
- Alberta Community and Social Services and Alberta Labour to operate and administer financial assistance programs, including your eligibility, and the eligibility of the Applicant, for financial assistance.
- any lending institution or credit bureau to verify any information the Applicant provided, to determine the eligibility of the Applicant for financial assistance and to administer student financial assistance programs.
- the Applicant for the purposes of determining and verifying the Applicant’s eligibility for financial assistance.

If you have any questions about the collection, use or disclosure of this information, call the Alberta Student Aid Service Centre toll free at 1-855-606-2096 from anywhere in North America. You can also mail your questions to Alberta Student Aid, Privacy Officer, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.

Spouse/Partner Declaration

- I declare that my personal information included on this form is true and complete.

Signature of Spouse/Partner (if applicable) (in ink)

Today's Date

<p>X SIGN HERE</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; border-bottom: 1px solid black;">Day</td> <td style="width: 25%; text-align: center; border-bottom: 1px solid black;">Month</td> <td style="width: 25%; text-align: center; border-bottom: 1px solid black;">Year</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td></td> </tr> </table>	Day	Month	Year					
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Alberta Student Aid Mailing Address

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ALBERTA STUDENT AID
PO BOX 28000 STN MAIN
EDMONTON AB T5J 4R4