

Manual Confirmation of Registration (COR)

Instructions for Schools | FAQ & Samples

Manual Confirmation of Registration

When to use:

- School has not signed the Access to Learner Information Agreement (ALIA), or
- School is located outside of Canada, or
- Student is concurrently enrolled.

Alberta Student Aid will provide a Manual Confirmation of Registration Worksheet to the student if they are attending a school that does not participate in automated COR, or if they are concurrently enrolled. The Confirmation of Registration Worksheet will be available for the student and school representative to view on the Alberta Student Aid System.

The student is instructed to have the Registrar's Office (or equivalent) at their school complete the worksheet. **The school must then return the worksheet to Alberta Student Aid so that funding can be issued.**

The top section of the worksheet contains information about the student, their program, and the disbursement schedule (for information purposes only). The student and program information reflects what the student entered on their full-time student aid application; you will need to verify that this information is correct.

Steps to Completing Manual COR

1. Verify Student Identity

Alberta Student Aid

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

| | | | | |
|-------------------------------|---|------------------------------|-------------|---------------|
| ASN: 9110-3474-2 | Institution: Marshall B Ketchum University - Fullerton | Disbursement Schedule | | |
| Last Name: [Redacted] | Program Session: 17-Aug-2020 to 22-May-2021 | Date | Type | Amount |
| First Name: [Redacted] | Program: Optometry | 17-Aug-2020 | ASL | \$1,350 |
| Birthdate: [Redacted] | Specialization: OPTOMETRY | 17-Aug-2020 | CFTDEP | \$1,800 |
| School ID: [Redacted] | Course Load: Full Time | 17-Aug-2020 | CSGFT | \$3,375 |
| App ID: 3043653 | | 17-Aug-2020 | CSGTU | \$900 |
| | | 17-Aug-2020 | CSL | \$13,650 |
| | | 01-Jan-2021 | ASL | \$15,000 |
| | | 01-Jan-2021 | CFTDEP | \$1,800 |
| | | 01-Jan-2021 | CSGFT | \$3,375 |

To verify the student's identity, you should ensure there is an exact match between the school's registration records and the worksheet information for one of the following combinations:

- Alberta Student Number (ASN) and Last Name, or
- ASN and Birthdate, or
- Last Name, Birthdate, and School Student ID, or
- Last Name, First Name, and Birthdate


If there is no exact match for one of those combinations, do not make changes to the student information on the worksheet. Instead, have the student correct their information before you confirm their registration:

- If the error is in the school records, the student may update registration records at the school.

- If there was a submission error on the student's funding application, the school official should contact Client Resolution Unit to have the application cancelled and re-processed with the correct information.

When information is corrected at Student Aid, a new worksheet will be sent to the student. The student will then need to bring that corrected worksheet to the school for signature.

2. Verify Program Information

|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|------|------|--------|-------------|-----|---------|-------------|--------|---------|-------------|-------|---------|-------------|-------|-------|-------------|-----|----------|-------------|-----|----------|-------------|--------|---------|-------------|-------|---------|
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The next step is to verify that the program information on the worksheet (provided by the student when they applied for funding) matches the student's registration records at your school.

If the institution, session dates, or program information does not fall within the parameters described below, you should not make corrections on the worksheet. Instead, the student must contact Alberta Student Aid to update their application. A new confirmation of registration worksheet will be sent to the student.

Institution

The name of the school must be correct.

Program Session

The program session dates must be within acceptable parameters.

Program and Specialization

Check whether the program name and session dates match your records. Usually, you are looking for an exact match. If you have an exact match, confirm as 'Yes'. In some cases, if the program information is incorrect, the student's eligibility for funding may be affected, and the application must be corrected and a COR worksheet reissued before you can confirm as 'Yes'.

For example, funding eligibility may be affected if:

- The program shown on the worksheet is a one-year program (including Open Studies) and the student's correct program is a multi-year program, or vice-versa, or,
- The program shown on the worksheet is a graduate studies program, and the student's correct program is an undergraduate program, or vice-versa.

Course Load

Only full-time students are issued a Confirmation of Registration Worksheet. By completing the worksheet, you are confirming that the student is registered in at least:

- 60% of a full course load at a public school (or 40% of a full course load in the case of a student with a documented disability).
- 100% of a full course load at a private career college

Only post-secondary courses can be considered in the course load when determining if a student meets the requirements to be considered full-time.

If there is a discrepancy to one of the above, do not make changes to the student information on the worksheet. Instead, have the student correct their information before you confirm their registration:

- If the error is in the school records, the student may update registration records at the school.
- If there was a submission error on the student's funding application, the school official should contact Client Resolution Unit to have the application cancelled, or the information updated.
- If the updated information means the student is still eligible to receive full time funding, a new worksheet will be sent to the student. The student will then need to bring that corrected worksheet to the school for signature.

Concurrent Enrolment

If the concurrent enrolment indicator appears and says 'Yes,' you should only confirm as 'Yes' if the student is registered at the school in the courses listed on the concurrent enrolment letter.

3. Confirm as Yes or No

| | |
|---|---|
| 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 - University of Waterloo - Waterloo | |
| _____ Name and Title of Authorized Official (Print) | _____ Signature of Authorized Official |
| DD \ MMM \ YYYY (Today's Date) | |
| <div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> School Stamp or Seal | |

After you have verified student identity, program information, and full-time status, you must then confirm the student as 'Yes' or 'No'.

- 'Yes' means they are correctly registered in their full-time program.
- 'No' means the student is not, and will not, be registered full-time for this study period. A 'No' response will cancel the student's funding.

Acceptable Parameters

If the COR worksheet information is inaccurate, you may still be able to confirm the student as 'Yes'.

Acceptable parameters occur when the program name is the same, and session dates fall within:

| Acceptable Session Start Date | Acceptable Session End Date |
|--|---|
| Can fall on the 16 th day or later of the prior month, or up to the 15 th day of the same month | Can fall on the 7 th day or later of the same month, or up to the first 6 days of the following month. |
| Example: If the worksheet Session End Date shows September 1st, your Session End Date can fall between August 16th and September 15 th . | Example: If the worksheet Session End Date shows April 30 th , your Session End Date can fall between April 7 th and May 6 th . |

If the program name is NOT the same as what the student is registered in, or if the study dates fall OUTSIDE of the above acceptable parameters, the school official reviewing this worksheet should contact Alberta Student Aid directly.

You can advise the student the original award will be cancelled, and a new application will be created and processed, based on the new study period information provided to us directly by the school official. Within 10 business days, the new award will be created, and you will receive a new COR Worksheet to sign and return.

Confirming as a 'No'

If you provide a 'No' response, you should provide a reason:

- **Withdrawn**
The student was registered full-time, but has now formally withdrawn from the school before the worksheet was completed.
- **Never Attended**
The student was never registered full-time for this study period and does not intend to register, did not commence their program on the start date indicated above, or has withdrawn or dropped to part-time studies within the first 30 days of the start date.
- **Dropped to Part-Time Studies**
The student was previously registered as a full-time student, but has dropped to below 60% of a full course load (40% for a student with a documented disability or persistent/prolonged disability) before the worksheet was completed.

For 'No' responses, unless the student never attended, you should also provide the effective date. This will be the date on which the student ceased to be registered as a full-time student.

After selecting 'Yes' or 'No', the Authorized Official at the school must provide their name, title, signature and date signed. If available, the Authorized Official should also provide a school stamp. (If a stamp is not provided, Alberta Student Aid may contact the school at a later date to verify that the Authorized Official's signature is valid).

Amend Registration Section

You should leave the Amend Registration section blank when first providing a response on a Confirmation of Registration Worksheet. This section is only to be used if the student drops below full-time enrolment after the worksheet was originally completed. Further information about Withdrawal/Never attended can be found above under 'Confirm as No'

4. Return the Worksheet

The student or the Authorized Official can return the worksheet by email or fax:

- Email: AE.COR-AB@gov.ab.ca
- Fax: 780-415-0448

Students may upload the document to their online Alberta Student Aid account using the [Upload eDocuments](#) feature.

You should retain a copy of the worksheet for school records. The copy can be used to report a withdrawal (using the Amend Registration section) if the student withdraws or drops below full-time enrolment prior to the session end date.

If you have further questions, school staff can contact the Client Resolution Unit:

- Phone: 1-855-606-2096, option 4 (school representatives only)
- Email: cru@gov.ab.ca

Students with questions about confirming enrolment can contact the Service Centre:

- Phone: 1-855-606-2096, option 1 (students only)

Note: Students should never be directed to contact Client Resolution Unit directly.

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). 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.

Sample Manual COR letter

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 logging into your Alberta Student Aid Account at 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 your session dates you provided on your student aid application. You will require the Confirmation of Registration Worksheet and FAQ document to assist your school to complete the worksheet. The documents are located at studentaid.alberta.ca under the Resources for Schools tab [Manual COR Instructions – FAQ & Samples](#).

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 Alberta 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 | Option 1 (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 | Option 1 (toll free outside North America)

COR Worksheet Sample

Alberta Student Aid

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

Disbursement Schedule

| Date | Type | Amount |
|---------|------|---------|
| 01-Sep- | ASL | \$1,760 |
| 01-Sep- | CSL | \$6,300 |
| 01-Dec- | ASL | \$8,055 |

ASN: [Redacted] Institution: [Redacted]
Last Name: [Redacted] Program Session: [Redacted]
First Name: [Redacted] Program: [Redacted]
Birthdate: [Redacted] Specialization: [Redacted]
School ID: [Redacted] Course Load: [Redacted]
App ID: [Redacted] Concurrent Enrolment: [Redacted]

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 - [Redacted]

Name and Title of Authorized Official (Print) Signature of Authorized Official
DD \ MMM \ YYYY (Today's Date)

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.

Annotations:

- 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.
- Return completed worksheet as soon as possible.
- Student's disbursement schedule, for informational purposes only.
- The Concurrent Enrolment Field will only appear if the student has indicated they are attending part-time at multiple schools 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.
- Confirm as "Yes" or "No". A "No" response will cancel the student's application.
- Only complete the Amend Registration section (not fully shown here) if the student drops below full-time enrolment during the study period.