

## Instructions and Information

Complete this form only if you are returning to school a) as a full-time student and are not receiving new Alberta and/or Canada Student Loans, or b) as a part-time student.

Instructions to Students and Key Dates	Mailing Addresses
<p>1. Complete all areas in Section 1.</p> <p>2. Take the form to the educational institution you are attending and have them complete Section 2. Make sure they make a copy to keep for their records.</p> <div data-bbox="155 604 781 737" style="border: 1px solid black; padding: 5px;"> <p><b>KEY DATES:</b> Your educational institution can confirm registration up to 30 days prior to your Academic Start Date but cannot confirm registration after the Academic Year End Date.</p> </div> <p>3. Make copies of the completed Form B.</p> <ul style="list-style-type: none"> <li>Send one copy to the Alberta Student Aid Service Centre. Address is in the right column.</li> </ul> <div data-bbox="180 852 781 984" style="border: 1px solid black; padding: 5px;"> <p><b>KEY DATES:</b> The Alberta Student Aid Service Centre must receive this form within 30 days after your educational institution has signed it. Also, this form cannot be accepted after your Academic Year End Date.</p> </div> <ul style="list-style-type: none"> <li>Send copies to RBC and/or CIBC if you have student loans at either bank. Addresses are in the right column.</li> <li>Keep a copy for your records.</li> </ul>	<p><b>Alberta Student Aid Service Centre</b> PO Box 4050 Mississauga STN A Mississauga ON L5A 4M9 Fax: 1-866-236-2332</p> <p><b>RBC Student Loans Centre</b> PO Box 4700 STN D Etobicoke ON M9A 4X5 1-800-363-3822</p> <p><b>CIBC Student Loans Centre</b> PO Box 5055 Burlington ON L7R 4P3 1-800-563-2422</p>
	<p><b>For More Information on Your Alberta Student Loans, Contact:</b></p>
	<ul style="list-style-type: none"> <li>Alberta Student Aid Service Centre toll-free at 1-855-606-2096, Monday to Friday, 7:30 a.m. to 8:30 p.m. your local time, in North America <ul style="list-style-type: none"> <li>Outside North America toll-free at 800 2 529-9242, plus appropriate country code</li> <li>For the hearing impaired, toll-free TTY number at 1-855-306-2240</li> </ul> </li> <li>The financial aid office at your education institution</li> <li><b>myloan.studentaid.alberta.ca</b> Register online to manage your loan while in school or once you have graduated.</li> </ul>
<p><b>Important Tips</b></p>	<p><b>*Definition of Alberta Student Loan</b></p>
<ul style="list-style-type: none"> <li>If you are returning to school full-time and are receiving new Alberta and/or Canada Student Loans, your previous Alberta Student Loans at the Alberta Student Aid Service Centre will automatically be reinstated to interest free status.</li> <li>If you are a full-time student and reinstate interest free status on your Alberta Student Loans using this form, your Canada Student Loans with the National Student Loans Service Centre will automatically be reinstated to interest free status. You do not have to complete another form for your Canada Student Loans.</li> <li>If you have Alberta Student Loans at RBC or CIBC they may automatically be transferred to the Alberta Student Aid Service Centre for interest free status. If you have an Alberta Student Loan in collection, it will be put in interest free status when you return to studies. If you enter bankruptcy while in repayment, you are not eligible for new loans until the loans are paid in full. If you enter bankruptcy while in study, you may receive loans under certain conditions. Contact the Alberta Student Aid Service Centre for details.</li> <li>If you are a part-time student or a medical resident, only your Alberta Student Loans will be reinstated to interest free status.</li> </ul>	<p>“Alberta Student Loan” collectively means all loans made to the Student pursuant to any of the Alberta Student Finance Acts [the <i>Students Finance Act</i> (Alberta), the <i>Student Loan Act</i> (Alberta) and the <i>Student Financial Assistance Act</i> (Alberta), and any regulations made under these Acts, each as may be amended from time to time], including loans made to the Student by the Minister, loans made to the Student by a financing institution and transferred to the Minister, loans made while the Student was a minor, and also including any grant overpayments converted to a loan by the Minister under the Alberta Student Finance Acts.</p>

\*For definition of Alberta Student Loan, see bottom of previous page.

**Complete this form only if you are returning to school a) as a full-time student and are not receiving new Alberta and/or Canada Student Loans, or b) as a part-time student.**

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. 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.

**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 - To be Completed by the Student - All Fields are Mandatory

<p>Last Name (current legal name)</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Apartment or Box Number</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Street Address (add direction, e.g. S, NW, SE, if applicable)</p> <input style="width: 95%; height: 20px;" type="text"/> <p>City/Town</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Prov/State    Country    Postal/Zip Code</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 20%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 20%; height: 20px;" type="text"/> </div>	<p>First Name (current legal name) <span style="float: right;">Middle Initial</span></p> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <p>Telephone Number (format: 999-999-9999)</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Social Insurance Number</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Alberta Student Number</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Email Address</p> <input style="width: 95%; height: 20px;" type="text"/>
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### Section 2 - To be Completed by the Educational Institution

<p>Name, Address and Postal Code of Designated Educational Institution</p> <input style="width: 95%; height: 40px;" type="text"/>	<p>Federal Institution Code    <b>OR</b>    Alberta Institution Code</p> <div style="display: flex; justify-content: space-around;"> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> </div> <p>Telephone Number (format: 999-999-9999)</p> <input style="width: 95%; height: 20px;" type="text"/>
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<p><b>Period of Study (cannot exceed 365 days)</b></p> <p>Academic Start Date    Academic Year End Date</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;"> <p style="font-size: 8px;">Day    Month    Year</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="border: 1px solid black; padding: 2px;"> <p style="font-size: 8px;">Month    Year</p> <input style="width: 100%; height: 20px;" type="text"/> </div> </div> <p>This will confirm that the student named above is studying at this educational institution for the period of study dates indicated above, and is registered as a:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> full-time student  <input type="checkbox"/> part-time student  <input type="checkbox"/> medical resident         </div> <div style="width: 45%;"> <input type="checkbox"/> student with a permanent disability studying at 40-59% of a full course load         </div> </div>	<p>Name of Authorized Officer    Title</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 60%; height: 20px;" type="text"/> <input style="width: 30%; height: 20px;" type="text"/> </div> <p>Signature of Authorized Officer    Today's Date</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; text-align: center; width: 60%;"> <p style="font-size: 24px; color: gray; margin: 0;">X SIGN HERE</p> </div> <div style="border: 1px solid black; padding: 2px; width: 30%;"> <p style="font-size: 8px;">Day    Month    Year</p> <input style="width: 100%; height: 20px;" type="text"/> </div> </div> <p style="font-size: 8px; margin-top: 5px;">This confirmation is valid for up to 30 days from this date, but not beyond the Academic Year End Date. <span style="font-size: 18px;">↑</span></p>
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### Section 3 - Notice of Withdrawal - To be Completed by the Educational Institution

If the student leaves full-time or part-time studies before the Academic Year End Date, complete and forward this form to Alberta Student Aid:

- by fax to 780-415-0448
- by email to COR-AB@gov.ab.ca [include the Student Name, Alberta Student Number, Last Day Attended and Withdrawal Reason.]

<p>Indicate Last Day of Attendance</p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <p style="font-size: 8px;">Day    Month    Year</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Reason for Withdrawal:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Withdrew from full-time studies  <input type="checkbox"/> Transferred to part-time studies  <input type="checkbox"/> Withdrew from part-time studies  <input type="checkbox"/> Early completion         </div> <div style="width: 45%;"> <input type="checkbox"/> Did not attend  <input type="checkbox"/> Other:  <input style="width: 95%; height: 20px;" type="text"/> </div> </div>	<p>Printed Name of the Authorized Officer of Educational Institution</p> <input style="width: 95%; height: 20px;" type="text"/> <p>Signature of the Authorized Officer of Educational Institution</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 5px;"> <p style="font-size: 24px; color: gray; margin: 0;">X SIGN HERE</p> </div> <p>Title    Date</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 45%; height: 20px;" type="text"/> <input style="width: 45%; height: 20px;" type="text"/> </div>
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