

# 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 may also request that 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 certificate. Take note! Your certificates cannot be cashed after your Period of Study End Date.

### Check Your Personal Information on Schedule 1A

If there is incorrect personal information on your Schedule 1A – do not adjust directly on the certificate. You must contact the Alberta Student Aid Service Centre and request that you receive a new Schedule 1A.

The personal information you may need to correct could include:

- Legal name change to your First/Last Name
- Date of Birth (DOB)
- Social Insurance Number (SIN)

### To Make Changes & Submit Supporting Documents

#### Mail to:

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

**Note!** You will be asked to provide a proof of name change, or verify your DOB/SIN to Alberta Student Aid.

## 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 (see Electronic Transfer Section), or attach a void cheque to have your funds deposited into your personal bank account (must be a Canadian 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

Take your signed loan certificate(s) to a designated Canada Post outlet right away. Canada Post will verify your identification, stamp your loan certificates as received and return to you copies for your records. Keep these pages for your reference as they outline the terms and conditions of the loan.

Remember to bring with you:

- Certificate of Eligibility (Schedule 1A)
- Canada Student Loan Agreement for Part-time Students
- Your void cheque, or completed banking information

You must also present the following 2 pieces of documentation to prove your identity:

### 1. Proof of your Social Insurance Number (SIN)

- Your Social Insurance Number (SIN) card, or
- An official Government of Canada document containing your Social insurance Number.

For example:

- Canada Revenue Agency Notice of Assessment,
- Canada Pension Plan Statement of Contributions, or
- Other proof of SIN letter from Service Canada.

Find a list of designated Canada Post outlets:

- [studentaid.alberta.ca](http://studentaid.alberta.ca)
- **Canada Student Financial Assistance**
- Call 1-888-815-4514

### 2. One piece of valid photo ID issued in Canada by the federal, provincial or territorial government

Examples of acceptable ID:

- Canadian passport,
- Permanent resident or citizenship card,
- Valid driver's license.

### 3. Can't Get to a Designated Canada Post Outlet

You can mail page 1 of both your loan certificates - Certificate of Eligibility (Schedule 1A) AND Canada Student Loan Agreement for Part-time Students directly to the National Student Loans Service Centre with clearly readable photocopies of your 2 pieces of documentation to prove your identity (government-issued photo ID AND social insurance number (SIN) card/letter. Do not send originals!

Ensure you either attach a VOID cheque or fill in the banking information section on each of your loan certificates.

**Mail to:**

National Student Loans Service Centre  
PO Box 4050, Mississauga STN A  
Mississauga, ON L5A 4M9

**Submit by Mail - Tips!**

- Ensure your copies are legible. Otherwise, you can expect delays!
- Your original ID documents are valuable. Do NOT **enclose** original ID in the mail!

**Take Note!** Your signed loan certificates should be received at the Service Centre at least 2 weeks before your current study period ends.

**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 National Student Loans Service Centre 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