

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

Advanced Education is collecting this personal information under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) to determine and verify the student's eligibility for financial assistance in a correspondence/e-learning/distance delivered program 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 the 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.

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

**To complete a fillable form:** 1. Save to your desktop. 2. Complete form. 3. Save final. Check, then submit. Never complete in a browser.

Student Name

Alberta Student Number

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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 enrolment: \_\_\_\_\_

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 in this correspondence/e-learning/distance program 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

Date

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

Title/Position

Email address (required)

## Send completed documents to Alberta Student Aid

**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:** Alberta Student Aid, PO Box 28000 Stn Main, Edmonton AB T5J 4R4