

This worksheet is designed to help prepare you to complete the online full-time post-secondary application for financial assistance. Refer to the Student Loans & Grants Funding Guide as you complete the worksheet.

### Getting Access to the Online Application

The online application will be available in June. Here are the steps to access the online application:

#### First-time Applicants

- Go to the Student Aid Alberta website at [studentaid.alberta.ca](http://studentaid.alberta.ca) and access **SFS: Login**
  - You will see a SIAMS login screen (this is a government-wide security sign-on screen that allows users access to various government applications)
  - You need to create an account and profile for the online full-time application by providing a Username and Password
- You must verify your identity by providing **one** of the following:
  - Two Alberta high school diploma level official marks
  - Certificate Number of a previously cashed Loan Certificate (prior to 2013)

Note: If neither option above applies you can still apply online. However, you will not be able to access SFS again until you verify your identity.

#### Returning Applicants

- Go to the Student Aid Alberta website at [studentaid.alberta.ca](http://studentaid.alberta.ca) and access **SFS: Login**
  - You will see the SIAMS login screen
  - Use your previously created Username and Password to enter the online full-time application
- After you have applied online previously, you will have full access to the online application. Full access allows you to see the status of your full-time application, upload supporting documentation to your application(s), and view correspondence from Student Aid Alberta electronically.

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### Assistance is Available for SIAMS Questions

If you need help creating your Username and Password on the SIAMS screen, you can:

- review the Students Finance System – “What is SIAMS?” help tips, or
- contact the SIAMS Help Desk at 780-427-5318
  - Toll Free (within Alberta) dial 310-0000 followed by 780-427-5138
  - Monday to Friday 8:15 am to 4:30 pm

### Assistance is Available for Student Funding Questions

If you have questions about the Alberta Student Loan program, you can:

- Review information and tips at [studentaid.alberta.ca](http://studentaid.alberta.ca)
- Read the tips in the Student Loans & Grants Funding Guide at [studentaid.alberta.ca](http://studentaid.alberta.ca)
- Contact the Student Aid Alberta Service Centre at:
  - 1-855-606-2096 (toll free in North America) Monday to Friday, 7:30 am to 8:30 pm local time
  - 1-855-306-2240 TTY (for the hearing impaired)
  - Dial the International Access Code + 800 2 529-9242 (toll free outside North America)

When you are ready to apply online, be prepared by having all the required information on hand. Remember that all \$ amounts must be submitted in Canadian dollars. Being prepared will:

- help you submit a complete application so Student Aid Alberta does not have to contact you for missing information
- ensure you will be assessed for all the grants and loans for which you are eligible from both Student Aid Alberta and the Canada Student Loans Program
- result in a faster assessment

## Personal Information section

You will need to provide the following information:

- First and last name, and initial (same as on your picture ID)
- Current address including postal or zip code (if you move notify Student Aid Alberta)
- Mobile number (to receive text messages)
- Another telephone number
- Email address (so you can receive communications about your funding)
- Social Insurance Number
- Gender and Birthdate
- Maiden Name (if applicable)
- Date you completed or last attended regular high school (excluding high school upgrading)
- Alberta Student Number (can obtain at [iae.alberta.ca/ASN](http://iae.alberta.ca/ASN))
- Total Income from your 2015 Income Tax Return (line 150)

You will also answer questions about:

- your citizenship status
- your residency in Alberta
- your Indigenous heritage (this is optional)
- your marital status
- any Canada Student Loan funding you may have received from another province

If you are a student with a permanent disability, you need to indicate this on the application and also submit a Schedule 4.

You will be asked to provide “emergency” contact information. This is the name, address and phone number of someone Student Aid Alberta can contact in the event we cannot reach you using the information you provided for yourself.

## Dependent Children Information section

For the purposes of student funding, “dependent children” means those children who are living with you and for whom you and/or your spouse/partner are legally responsible. You will be asked to provide:

- Your child(s) first and last name
- Your child(s) birthdate
- Your child(s) relationship to you
- Monthly child care costs for children under 12 years of age \$ \_\_\_\_\_

## Full-time Studies Information section

Make sure you have the following information ready:

- Educational Institution Name and address
- The name of your program **and** your specialization or major
- Your program outcome (e.g. certificate, diploma, degree, Masters, Doctorate, Journeyman Certificate)
- The year of the program you will be in
- The length of your program
- Your program session start and end dates
- Your School Student ID number, if known

You will also be asked:

- If you are enrolled in a correspondence, e-learning, or distance study program
- If you will complete your program of study and receive your post-secondary credential by the session end date
- To provide the campus address of the private career college you are attending

## Information Four Months Before You Start School section

The following information is needed, together with your costs and resources, so that an accurate financial assessment can be completed. You will be asked:

- The number of months you will be a full-time student before starting school
- Your total gross income for the four months before starting school \$ \_\_\_\_\_
- If you are living with your parents before starting school

## Educational Costs and Available Resources While You Are in School section

Before you go online, keep track of your resources and costs in the chart below. Sometimes you will be asked for monthly amounts; other times for annual or one-time amounts. Make sure you enter the amount asked for so your application is assessed correctly.

Monthly Resources you have while in school	Monthly Resources (\$)
Wages/Salary (net income)	
Spousal/Partner Net Income	
Assistantships after deductions	
Stipends	
RESPs and Voluntary Contributions from Parents	
Alimony and/or Child Support you receive	
Employment Insurance (EI Benefits)	
Assured Income for the Severely Handicapped (AISH) or Income Support	
Workers' Compensation Benefits	
Indigenous and Northern Affairs Canada/Band Funds	
Other Income (e.g. pensions, rental property, business)	

Other Resources you have while in school	One-time Resources (\$)
Savings you will have (including TFSAs) when you start school	
Assets (e.g. term deposits, bonds, stocks, GICs, etc.)	
Registered Retirement Savings Plans (RRSPs)	
Other Resources	

Scholarships/Bursaries/Fellowships	One-time Resources (\$)
Total amount of all of your awards	

Education Costs for 2016-2017 Study Period	Annual Costs (\$)
Tuition	
Mandatory Fees (does not include housing/residence costs)	
Books/Supplies/Instruments	
Computer Costs	

When you are ready to apply online and have entered all of your costs and resources you will be asked to enter your **Requested Need**. If you leave this field blank, Student Aid Alberta will calculate the maximum amount of funding you are eligible to receive. If you want **less** than the maximum, you can enter that amount in this field.

You will also be asked:

- Where you will live while attending school
- If you pay monthly child support
- If you want to request a specific amount of funding, instead of the calculated amount of funding you will receive based on all the resource and cost information you provide.

## Parental Personal and Financial Information - Schedule 1

If you are a dependent student, e.g. you are single and have been out of high school for less than 4 years, and you have not been available for full-time work for 2 or more years since you left high school, you must submit a Schedule 1. If you do not submit a Schedule 1 you will not be eligible for Canada Student Grants.

### Part A of Schedule 1 must be completed to determine your provincial residency.

You will be asked:

- if at least one of your parents reside in Alberta.
- where your parents reside if they do not live in Alberta, and when they moved out of Alberta.
- if you stayed in Alberta to begin or continue your post-secondary studies if your parents moved outside of Alberta.

**Part B of Schedule 1 is optional to complete.** If you want to be considered for federal grants and loans and the Alberta Low Income Grant, you will want to complete Part B on your original application but you will need more information about your parents. You will be asked to provide:

- First and last names of your parents
- The size of your family and number of children attending post-secondary studies
- Total income of your parents from their 2015 Income Tax Returns or estimated annual income if they think their income will be lower in 2016.

Parent 1 \$ \_\_\_\_\_

Parent 2 \$ \_\_\_\_\_

You will also be asked if there is a transit system available from your parents' home to the school you will be attending.

## Spouse/Partner Information - Schedule 2

If you are married/common law, you must complete Schedule 2.

You will be asked to complete the following information about your spouse/partner:

- Social Insurance Number
- First and last name
- Birthdate
- The date your spouse/partner complete/last attended regular high school (excluding upgrading)
- Total income from Line 150 of 2015 Income Tax Return \$ \_\_\_\_\_
- Gross Monthly Income \$ \_\_\_\_\_

- Net Monthly Income \$ \_\_\_\_\_
- The date income starts
- The date the income will end if it is during your study period

You will also be asked:

- If your spouse/partner has lived in Alberta all their life
- Their income status
- Their school status, e.g. if they will be a full-time student during the same time that you are a full-time student

## Concurrent Enrollment and Exchange/Field Study Programs - Schedule 3

If you are a concurrently enrolled student or if you are an exchange/field study student, you need to complete Schedule 3.

- Concurrent enrollment means you are simultaneously attending more than one school on a part-time basis (less than 60% of a full-time course load at each education institution). You will be asked to provide:
  - The name of your primary educational institution
  - The name(s) of your additional institution(s)
- If you are an exchange/field study student, you will be asked to provide the name of your home educational institution (e.g. the school where your tuition costs are paid) and your airfare cost, if applicable.

## Federal/Provincial Grant for Post-Secondary Students with Permanent Disabilities - Schedule 4

If you have a documented permanent disability and are attending post-secondary studies, you may be eligible to receive more student aid.

- Talk with a Disability Advisor at your school about your educational goals and what kind of supports may already be in place at your chosen school.

Documentation you must include:

- proof of your permanent disability
- copies of a medical letter
- a learning disability assessment or documentation proving you are in receipt of federal and/or provincial disability assistance such as AISH
- an estimate of equipment costs and an assessment fee