Confirmation of Registration (COR) User Guide

Alberta
Student Aid

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Automated Confirmation of Registration

(Automated COR)

Introduction: Automated Confirmation of Registration (COR)

DEFINITION: Automated COR

Automated COR pertains to the functions in the Alberta Student Aid system to support representatives at post-secondary institutions in Canada with the administrative tasks and deliverables related to confirming the registration of Alberta Student Aid applicants in post-secondary full-time programs of study to:

1. enable Alberta Student Aid to disburse loan and/or grant funding to approved student applicants; and

2. enable school representatives to monitor students' loans-and-grants lifecycle status, amend where necessary, to a result of students' successful repayment of funds to Alberta Student Aid via its loan providers:
   - Alberta Student Aid Service Centre
   - National Student Loans Service Centre

Alberta Student Aid's Automated COR Guide is intended to give you, the school representative, a comprehensive, step-by-step experience with the Student Aid online system processes you will regularly use in your Automated Confirmation of Registration (COR) functions. These are the online self-service functions that will allow you to successfully implement the study-program registration of prospective Alberta Student Aid post-secondary student aid recipients (i.e., eligible and approved funding applicants).

We hope this guide will help you learn and apply best practices for navigating the Automated COR functions while supporting your student applicants and recipients of Alberta Student Aid as they enter the various stages of the student loan lifecycle.

Benefits of Automated COR

Using Automated COR allows you to perform the important functions of confirming, updating, and amending an Alberta student borrower's post-secondary program registration status, while simultaneously capturing accurate end-of-study dates—a key indicator for when students must begin their loan repayments.

Automated COR functions provide real-time, concise snapshots of student debt loads (and the gradual reductions over time) while ensuring excellence in the deployment and disbursal processes of future loans and grants to eligible student recipients, leading to the successful repayment of outstanding student loans. Importantly, doing this work establishes your school's compliance and designation status with Alberta Student Aid.

Apply the Comprehensive COR Kit!
You may find it useful to refer to this publication in tandem with other COR-related resources for schools such as the Guidelines to Support Automated COR, the COR Tip Sheet, and plenty of other handy materials available on the [Guides and Resources](#) section of the Alberta Student Aid website.

Scope of this *Guide*

Effective Date: The business processes discussed in this *Guide* pertain to students' study periods that begin on or after August 1, 2025.

Automated COR: We have intended this *Guide* to provide schools with a detailed outline of the Automated COR Method you'll use to support the application processes and related tasks on behalf of current, and previous full-time Alberta Student Aid borrowers.

For greater ease of navigating the steps involved, we have included several screenshot facsimiles of the 'COR Online Screens' found on the automated self-service system.

Full-Time Studies Only
The topics discussed in this *Guide* pertain only to **Alberta students** who have applied for funding for **full-time studies**, at **one school**, for a **specific study period**.

For more details, see the definition of a full-time student in [Chapter 1](#).

Note: Although this *Guide* is specific to the Automated COR Method, the next section briefly identifies the systems and processes involved in the 'Manual' COR Method and its business rules and timeframes.

COR Methods

Automated COR versus Manual COR

The COR Method

Each Alberta Student Aid-designated school is assigned a specific COR Method. While this Guide is intended to support you primarily in your Automated COR processes in the Alberta Student Aid system, we feel it will be helpful (for first-time users especially) to provide a short overview of each of the methods COR schools may use to confirm registration for prospective Alberta student borrowers.

> **DEFINITION: COR Method**
>
> The COR Method drives the business processes required for school representatives to confirm or deny a potential Alberta student borrower's study-program registration. This is a necessary step in the post-approval application process to enable Alberta Student Aid to release loan- and/or grant funding to a student.

Types of COR Methods

There are two types of COR Methods Alberta schools will use when confirming a prospective Alberta student borrower's full-time registration and applicable study period. They are:

1. Manual COR
2. Automated COR

Manual COR (i.e., Paper Worksheet Method)

By default, each school's COR Method is set to 'Manual COR.' While we recognize you, as a reader of this *Guide*, are using Automated COR to confirm students' full-time registration and study-period start- and end dates, we'll briefly explain what 'Manual COR' looks like for those schools who choose to use it.

> **DEFINITION: Manual COR Method**
>
> Participating Schools (typically out of country) will use this method to confirm to Alberta Student Aid a student's full-time program registration and applicable study period start- and end dates. Confirming registration is an essential step in the post-application process to enable Alberta Student Aid to release funding. Unlike its counterpart Automated COR, which performs this function through an online self-service system, Manual COR requires a PDF document (a Confirmation of Registration Worksheet) to complete this important work for Alberta Student Aid.

Confirmation of Registration Worksheet

The key component of Manual COR is the *Manual Confirmation of Registration Worksheet*. This PDF, once completed by you (then uploaded to student account by the student), holds the key to Alberta Student Aid's decision on whether or not to release student loan and/or grant funding for the student applicant for their study period.

There are **two ways** a student may access the *Manual Confirmation of Registration Worksheet*. They may receive it by:

Digital Access
The student receives the worksheet via their Alberta Student Aid account inbox.

Mail Delivery
Alberta Student Aid sends the worksheet via mail to the student's home address (for **students who have chosen by paper** to receive all their Alberta Student Aid-related correspondence).

Alberta Student Aid sends this document separately from the [Student Award Letter (SAL)](#), and does so within the following timeframe:

- **37 calendar days prior to the first scheduled fund disbursement date** (as stated on the SAL)—for students who are approved for funding in advance of their study period, *or*,

- **once the student's application is processed**—for students who are approved for funding after their study period start date has passed.

Once a student has received the completed worksheet (PDF) back from their school, they are required to return the document using the Upload Documents feature in their Alberta Student Aid account.

Note: If you are using the **Manual COR Method**, you may not request Alberta Student Aid to directly send you the student's loan and/or grant funding for tuition remittance.

Notice: Effective June 15, 2024, all schools located in Alberta must sign up for online or batch COR access.

Automated COR (i.e., online self-service method)

As an Automated COR-participating school, your work will use this method to confirm students' full-time registration and study-period start- and end dates for Alberta Student Aid.

DEFINITION: Automated COR Method

Participating schools (typically in-province) use this COR Method which relies on an online workflow mechanism (powered by Alberta Student Aid) to efficiently confirm or deny the registration of eligible Alberta Student Aid borrowers at their attending Alberta Student Aid-designated post-secondary institutions for their full-time study periods.

Schools using this method apply one of two sub-categories of automation (see Online or Batch Automation below) to confirm said registration to Alberta Student Aid. Unlike the Manual COR Method, students do not need to obtain a school representative's signature on their hard-copy COR documents (i.e., the Manual Confirmation of Registration Worksheet).

Exception: Concurrently Enrolled students at Automated COR-participating schools will follow the Manual COR Worksheet processes.

For details, see definition: concurrently enrolled students at the end of this section.

Automated COR is only available to Canadian schools. Each school that wants to participate in Automated COR must perform the following tasks:

1. Sign an **Access to Learner Information Agreement** (ALIA) with Alberta Student Aid.

   DEFINITION: Access to Learner Information Agreement *(ALIA)*
   The ALIA outlines the requirements for automated COR system access and the requirement of strict protection of students' personal information.

   If you would like more information about the ALIA, email: AE.SAACORAccess@gov.ab.ca

2. Start the COR Process

   After a student's application has been processed, Automated COR schools may confirm a student's registration for Alberta Student Aid—but **no sooner than 30 calendar days before Alberta Student Aid's first scheduled date for the student's funding disbursal**—irrespective of whether the amount is an allotted portion or a straight lump sum.

For details, see the Student Aid Policy Manual: Chapter 1 ([Disbursement Schedule](#)).
Note: Automated COR access enables you to request Alberta Student Aid send you all of, or a portion of a student's funding directly to your school to pay for their tuition and mandatory fees.

3. Use either Online or Batch Automated COR Methods
   There are two specific automated COR methods: **Online COR** and **Batch COR**.

   Each method has a specific function and will use one of these methods, as follows:

   > *DEFINITION: Online COR*
   >
   > Automated Online COR allows authorized school staff to perform specific COR functions online—for example, confirming registration, requesting tuition remittance, and amending registration reports.
   >
   > *DEFINITION: Batch COR*
   >
   > Available only to large public post-secondary schools within Alberta, Batch (Automated) COR allows schools to share COR-related workflow information with Alberta Student Aid (i.e., confirming registration, requesting tuition remittance, and amending registration reports) via the:
   >
   > - Alberta Student Aid automated online COR system using either,
   >   - a system-to-system method (Web Service), or
   >   - Download an XML file through the online screens, which represents student borrower information available for sharing with Alberta Student Aid.

4. Perform these Automated COR Functions

   The following Automated COR functions apply to currently funded, full-time students:
   - Confirm Registration
   - Request tuition remittance (if access to this feature is authorized by Alberta Student Aid)
   - Report amended registration (i.e., when a student registration drops to below full-time - less than 60% of a full course load)
   - Confirm Alexander Rutherford Scholarship Application

Note: When the student has simultaneous applications for both an Alberta Student Loan for full-time studies and the [Alexander Rutherford High School Achievement Scholarship](#)—**for the same time period**—and, when you have confirmed the student registration on the full-time application—the automated COR function will **automatically confirm their Rutherford Scholarship application**.

ACTION: Visit Appendix 1: Navigational tips to assist you in performing these and other COR functions.

At this time, Automated COR functions are not available for:
- part-time Alberta Student Aid applications
- scholarship applications (with the exception of the Alexander Rutherford Scholarship as per above)
- concurrently enrolled students (see definition on next page); *and*,
- schools outside of Canada

DEFINITION: Concurrently Enrolled Students

A student is considered concurrently enrolled when the student:

- attends more than one designated educational institution at the same time, and
- is not considered a full-time student at any one of the institutions, and
- is considered a full-time student when the courses at each institution are added together, as determined by Alberta Student Aid.

Classification: Public

Chapter 1: Confirmation of Registration

Background

This chapter discusses the Confirmation of Registration process and is depicted using the online COR facsimile screens you will see while navigating Alberta Student Aid's automated system.

COR's primary function is to grant you a way to officially confirm a student's full-time registration—a critical step to set Alberta Student Aid's funding path into motion for eligible student borrowers.

As part of this process, you may also be able to request automatic tuition remittance from the student's loan or grant proceeds.

Using Automated COR

Confirmation of Registration

COR is Key!

The Confirmation of Registration function in Automated COR will help you perform two tasks that are vital to Alberta Student Aid's student-funding process:

1. To confirm a student's **full-time school enrolment** status, program of study, program year and length, and study period start and end dates corresponding to the funding application in question. There is also a question about whether the program is taken by correspondence/e-learning/distance that needs to be reviewed and confirmed.

2. To request tuition remittance from a student's loan and/or grant proceeds (only if school is authorized by Alberta Student Aid to have this option).

Definition: Full-Time Student

To be considered full-time by Alberta Student Aid, a student must be registered in at least 60% of a full course load in a designated post-secondary program. For full-time enrolment:

- Educational institutions determine what constitutes a full course load in each of their programs.

- No averaging of course loads between semesters is permitted (e.g., a student cannot take 80% one semester and 40% in the following semester).

- Courses counting towards the 60% must be post-secondary courses and must be taken for credit.

- Students attending a private career college (licensed under the *Private Vocational Training Act*) are considered full-time when their licensed program is 12 weeks or longer and has 20 or more instruction/practicum hours per week.

- For students with a documented disability (i.e., a permanent disability, or a persistent or prolonged disability), who are registered in 40 to 59% of a full course load, see Students with disabilities and required documentation.

  Note: For a student with disabilities to be considered full-time, the reduced course load must be indicated on the Schedule 4 form to accompany their Application for Financial Assistance for Full-Time Post-Secondary Studies.

Classification: Public

Confirming Registration as either 'Yes' or 'No'

As you work on COR requests, you have the option of confirming students' program registration as either 'Yes' or 'No' in line with Alberta Student Aid's eligibility parameters to issue student funding. A 'Yes' response fulfills a necessary condition for:

- the release of student funding, *and,*
- the automatic reinstatement of interest free status on any previously issued student loan(s) that are in good standing.

A 'No' response fulfills a necessary condition for:

- the cancellation of a student's funding for the current application.

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Confirming Registration as 'Undetermined'

There is also the option to leave a COR request blank while waiting to determine a student's registration intentions. In this case, zero funds will be disbursed for that application until the student is confirmed as registered as a full-time student with an Alberta Student Aid-designated school.

One-Time Confirmation

COR uses a one-time confirmation model; even though a student may have multiple disbursements scheduled in a given application period, the **school only needs to confirm registration once** during that entire period to allow all disbursements to be released, as scheduled. So, when you initially confirm a student applicant registered as 'Yes,' you are validating that confirmation of registration for the student's **entire study period** and, thereby, allowing for the release of all future disbursements in that study period.

For more details, refer to Registered in Only One Semester this later in this guide.

Retrieving COR Requests

Schools that participate in Automated COR are expected to retrieve COR requests **at least once per a five-day calendar period.**
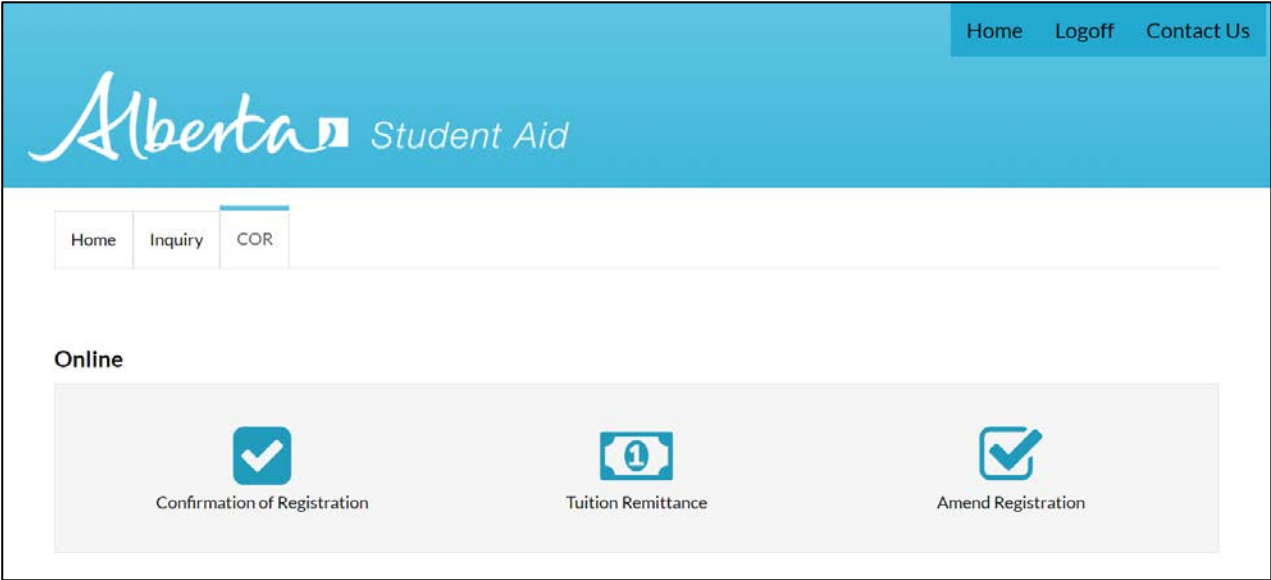
Classification: Public

COR Online Screens

Using Online Screens to Confirm Registration

As stated earlier, confirming a student's study-program registration is the first post-application step to enable Alberta Student Aid to greenlight funding issuance for eligible student borrowers.

Confirmation of Registration - Sample Online Screen

Go to the 'Confirmation of Registration' button with the checkmark icon and hyperlink.

COR Request Categories - Sample Online Screen

COR Request Categories	Priority	Full-Time(FT)
Required - Overdue	🟥	61
Required - Today	🟧	0
Required - within 1 to 5 days	🟧	0
Required - within 6 to 10 days	🟨	0
Required - within 11 to 20 days	⬜	0
Future Requests (Not Required)	⬜	2

Search Requests

This screen shows you the various types of COR requests you might work on at any given time. These are organized in priority order and show the COR Return-By Date for each student's application.

DEFINITION: COR Return-By Date

This is the recommended date by which a school should respond to a COR Request to ensure student funding is not delayed.

DEFINITION: COR Request

After Alberta Student Aid determines approval of a student's application for funding (signified by the Student Award Letter), the school must perform a Confirmation of Registration (COR) Request on behalf of the student in the automated system. A student's funding can only be issued after this important step.

- If a school confirms the student registered as 'Yes' (i.e., the student is registered full-time in the study-period on the funding application in question) then the system will allow the release of the funding.

- If the school confirms the student's registration as 'No,' the originally approved funding will be cancelled.

Important! For funding to be released, in addition to a confirmed COR request, all first-time applicants must also complete student aid agreement(s), and married students need to return signed spousal declarations.

COR Request Categories
REQUIRED [i.e., 'Return-By Date'] – Sample Online Screen

COR Request Categories	Priority	Full-Time(FT)
Required - Overdue	🟥	61
Required - Today	🟧	0
Required - within 1 to 5 days	🟧	0
Required - within 6 to 10 days	🟨	0
Required - within 11 to 20 days	⬜	0
Future Requests (Not Required)	⬜	2

Search Requests

- *Required – Overdue: i.e., the COR Return-By Date has passed. These are the most critical COR requests for you to work on, as the student's funding will be delayed until your response is provided.*

- *Required – Today: i.e., the COR Return-By Date is today. Working on these COR requests is also critical to ensure that your students do not experience delays in receiving their funds.*

- *Required: within one to five days; six to 10 days; or, 11 to 20 days: i.e., the COR Return-By Date is approaching; you still have some time to provide a response so that the student does not experience delays.*

- *Future Requests (Not Required): i.e., the student's first disbursement is scheduled for more than 30 days in the future. You cannot yet provide a COR response for these requests; as the COR Return-By Date approaches, these requests will move up into one of the 'Required' COR Request Categories. Future Requests are view-only and are provided for informational purposes.*

BEST PRACTICE: Since you will want to work on requests that are required the soonest, click on a number hyperlink in the 'Full-Time (FT)' column to see the specific requests. However, another search option is to click on the 'Search Requests' hyperlink button at the bottom right-hand corner of the screen.

Confirmation of Registration (COR)
Requests Search – Sample Online Screen

Home	Inquiry	COR

Confirmation of Registration (COR) Requests Search

Select the ASN hyperlink to view the details of the COR request and/or to enter COR results.

Application Type:	Full-Time
Request Status:	All Required Requests
Learner Criteria:	All Learners
Program:	All Programs
Specialization/Major:	All Specializations
Requests Viewed:	All Requests

Search

Search Results - 0 request(s) found.

Whether you click on a number hyperlink or on Search Requests, the next screen shows search options at the top so you have the option of refining your search from this next screen.
- *Application Type – Automated COR functions are only available for Full-Time funding applications.*

- *Request Status – Provides the same options as the previous screen, prioritized by the COR Request category status (i.e., Return-By Date)*

- *Learner Criteria – Search by Alberta Student Number (ASN), Student's Last Name, Student (School) ID, COR Display ID, or Alberta Student Aid Application ID. You may also leave this field at its default name 'All Learners' to search through all students at your school. For the 'Last Name' field you do not need to enter the student's entire name (e.g., enter 'S' as a 'Last Name' to see all results that begin with 'S').*

- *Program or Specialization/Major – Search according to the program of study and specialization listed on each student's application.*

- *Requests Viewed – Choose to look only at new COR requests, or only look at COR requests you (or someone else at your school) had previously viewed. By default, you will search through both non- and previously viewed COR requests.*

(CONT'D): Confirmation of Registration - Requests Search
SEARCH RESULTS – Sample Online Screen

Classification: Public

Once you have refined your search criteria, click on the Search button in the bottom right-hand corner to see results that match your criteria. If any COR Requests match your search criteria, you will now see those results listed at the bottom of the screen.

BEST PRACTICE: *Up to 400 results will appear here; narrow your search criteria to get a shorter list.*

COR Request Icons

You will see various icons representing items included in your list of Search Results. These include:

Request Viewed	If the COR request has previously been viewed, this **Request Viewed** icon will appear next to your **Search Results**.
Has Disability	The **Has Disability** icon appears for students with a documented disability—in order to determine that the student has been approved for a reduced-course load prior to confirming registration as 'Yes' or 'No.'
Exchange Student	The **Exchange Student** icon appears for students who are studying abroad—to simply highlight that these students have informed ALBERTA STUDENT AID of their enrolment in an exchange program (which also signifies that they may have non-standard study-program dates.
⚠ Not Approved	The **Not Approved** icon appears when either the Loan Agreement or the Full-Time MSFAA are **Not Approved**.

Selecting a COR Request – Sample Online Screen

Once you have located a student record, click on the underlined Alberta Student Number (ASN) to proceed. A modal window showing the COR request will appear (see top portion of the sample online screen above). See the Confirmation of Registration – Request Search screen above.

Enter Confirmation Results – Sample Online Screen

Learner Information

Name:	[redacted]	ASN:	[redacted]	SIN: [redacted]
Birthdate:	[redacted]	School Student ID:		

⬡ Application Frozen

Studies Information

Institution:	[redacted]	Yr/Lgth: 1/1
Program:	[redacted]	Start Date: 22-Jan-2024
Specialization:	[redacted]	End Date: 15-Nov-2024

Is the student taking all their courses in a correspondence / e-learning / distance study program? No

Application ID: [redacted]	Application Type: Full Time	Funding Year: 2023 - 2024
COR Display ID: [redacted]	Course Load:	

COR Request Dates

COR Start: 23-Dec-2023	Confirmed Certificates Return: 12-Jan-2024	Other Disbursements Return: 12-Jan-2024

Enter Confirmation Result

Confirmed As: ○Yes ○No

Corrected School Student ID: [   ]

Request Tuition Remittance (App Limit - $17,667)

	Period Duration	Maximum Request	Remit Requested by EI
1.	22-Jan-2024 to 30-Jun-2024	$12,900	$ [ ]
2.	01-Jul-2024 to 15-Nov-2024	$12,600	$ [ ]

Disbursement Schedule

Fund Type	Status	Date	Amount
Canada Student Loan	Payment Pending	22-Jan-2024	$12,900
Alberta Student Loan	Payment Pending	01-Jul-2024	$12,600
Award Total			$25,500

Submit   Cancel

In this online screen you are asked to confirm the student (registered) as 'Yes' or 'No.' To do so, first review the learner and studies information displayed at the top of the window. Ensure this information matches your school's registration records appropriately.

Student Information Match – Sample Online Screen

Before confirming as 'Yes,' you must ensure that the student's personal information shown in the COR Request matches your records. An acceptable match must have one of these combinations in the 'Learner Information' gradient:
  a) *Alberta Student Number (ASN) and Last Name; or,*
  b) *Alberta Student Number and Birthdate.*

If there is no match with the Alberta Student Number (e.g., if your school does not record the ASN), ensure that there is an exact match between:
  b) *the Last Name, Birthdate, and School Student ID; or,*
  d) *the Last Name, Birthdate, and First Name.*

Note: Do not confirm the student until the Student Information matches. If it does not, have the student login to their Alberta Student Aid account to make required changes/updates to their application/file.

Studies Information Verification – Sample Online Screen

Before confirming the student registered as 'Yes,' you must verify the following:

- *Institution name is correct*
- *student's Program is correct*
- *student's program year and length is correct (New in 2024-25)*
- *student's Session Start- and End Dates are within acceptable parameters*
- *correspondence/e-learning/distance study verification (New in 2024-25)*

Important: In some cases, if the Program Information shown in the COR online screens is incorrect, the student's eligibility for funding may be affected. This is particularly true when the:

- *Program shown in the COR screens is incorrectly marked as a one-year program (including Open Studies), and the student's correct program is multi-year (or vice-versa; or,*
- *Program shown in the COR screens is incorrectly marked as a graduate-studies program, and the student's correct program is an undergraduate program (or vice-versa).*
- *Program year and length is inaccurate or has applied for several terms spanning several program years.*
- *Program is being taken by correspondence/e-learning/distance study*

Amend/Cancel Student Application Dates

Contact students directly to notify them to login to their Alberta Student Aid account to make the necessary changes to their accounts. For example, you notice they have not selected their correct program dates, etc.

This student is able to:

- amend their program, their program year and length, and/or study session period dates
- amend their costs and resources (resulting in RFR)
- submit applications for subsequent study periods
- cancel their application
- re-apply for funding, *and,*
- submit a Request for Review of a funding decision through the Alberta Student Aid Review Process. See Review Process using Automated COR below.
- cancel their Request for Review

Alberta Student Aid Review Process

Prospective Alberta student borrowers wishing to Request a Review of a funding decision must submit a Request for Reconsideration through their Alberta Student Aid account.

Acceptable/Unacceptable Date Parameters

Eligibility is not affected when the student is being funded for the same months in which the student is registered.

For example, if:

- the Session Start Date is prior to the 16th of the month; *or,*
- the Session End Date is on or after the 7th day of the month.

Examples

Acceptable Parameters

- ✓ Session dates in COR are **September 1 to April 15** (funded months are September to April, inclusive).
- ✓ Actual session dates are **September 5 to April 30** (registered months are September to April, inclusive).

Unacceptable Parameters

- x Session dates in COR are **September 10 to April 15** (funded months are September to April, inclusive).

x   Actual session dates are **September 18 to April 1** (registered months are October to March; therefore, September to April does not count for funding).

If the dates are outside of the acceptable COR date parameters, have the student login to their Alberta Student Aid account to make the required date change(s) to their funding application. Once the application changes have been updated, you will receive a **new *COR Request***.

COR Request Dates – Sample Online Screen

COR Request Dates		
COR Start: 24-Aug-	Confirmed Certificates Return: 26-Sep-	Other Disbursements Return: 26-Sep-

- *COR Start – the first day you are able to confirm the COR request. This date will never **be earlier than 30 days prior to the first disbursement date.***

- *Confirmed Certificates Return – (i.e., loan agreement return) This is the COR Return-By Date for loan agreements. Please disregard the title of this field, as Alberta Student Aid no longer issues what used to be referred to as paper loan certificates.*

- *Other Disbursements Return – (i.e., grant agreement return) This section is referring to the COR Return-By Date for grant agreements. If a COR request is not received by this date, the student may experience delays in receiving grants. The bottom portion of the modal window is where schools confirm as 'Yes' or 'No.'*

Classification: Public

Enter Confirmation Results – Sample Online Screen

- *Confirmed as 'Yes' – Select this if the Student Information and Studies Information matches your records, and if the student is registered in a full-time course load for this study period. If you confirm 'Yes,' you may also request tuition remittance (optional and only if tuition remit has been authorized by Alberta Student Aid). Refer to Tuition Remittance in this guide for more details.*

- *Confirmed as 'No' – Select this if Student Information matches your records but the student is not registered (and does not intend to register) for full-time studies for this study period. If you select 'No,' you must also select your reason for choosing 'No' from a drop-down menu that will appear.*

Classification: Public

If You Confirm as 'No' – Sample Online Screen

- *Withdrew from Studies – The student had previously registered for this study period but has withdrawn from full-time studies.*

- *Dropped to Part-Time – The student had previously registered for full-time studies for this study period, but has dropped to part-time studies.*

- *Never Attended – The student never registered for full-time studies for this study period.*

- *If you select Withdrew from Studies or Dropped to Part-Time, you must also provide the effective date of the change, i.e., the date the student ceased to be registered as a full-time student.*

Submit COR Response – Sample Online Screen Icons

- *When all required response information is entered, press the 'Submit' button to respond to the COR request. Once you submit your response, you will return to the list of search results from where you began: a 'Confirmed as Yes' or 'Confirmed as No' icon will appear next to your request.*

- *The next time you perform a search, or log back on to the Alberta Student Aid System, this COR request will have disappeared from the Confirmation of Registration area; once you have confirmed as 'Yes' or 'No,' your response is saved and updated immediately.*

Note: If you provide a COR response in error, email the COR team to resolve:
   o **Email: ae.cor-ab@gov.ab.ca**

- *If you are not ready to submit a COR response at this time, press the 'Cancel' button—any selections you had made will not be saved.*

Not Registered Yet

Registered but Not Sufficient to be Considered Full-Time

If the student you are seeking to confirm as 'Yes' has not yet enrolled in enough courses to be considered full-time for the study period, set aside the COR request. Conversely, if you confirm 'No,' the student's funding will be cancelled. If the student eventually registers as full-time, schools can email the COR team and have the award reinstated, and the COR request set back to 'required' status.

Registered Only Part-Time

If the student does not register as full-time, schools will confirm as 'No' (once you know the student's registration intentions).

Registered in Only One Semester

Alberta Student Aid allows each student to apply for funding covering up to a 12-month period (three semesters) on one application. When a student applies for funding for a multi-semester study period, they are essentially announcing their intention to register in full-time studies for that funded study period.

However, at the beginning of the academic year, these students may not always be able to register for future-semester courses. As such, it is acceptable to confirm a student as registered (a.k.a. 'Confirmed as Yes') in these circumstances—particularly, if:

- *the COR request shows a multiple-semester study period—i.e., the study period exceeds five months (e.g., September to April);*

- *the student has, thus far, registered in a full-time course load for the first semester (e.g., September to December);*

- *the school has no reason to believe the student will not return for the second (and third), if applicable; or,*

- *the Session End dates in the COR request correspond with the school's end dates for this program.*

In the event that a school confirms 'Yes' for a student who is, thus far, only registered in first-semester courses, and the student does not end up registering full-time for second-semester courses (and third, if applicable), the school bears the responsibility of informing Alberta Student Aid (See Chapter 3 – 'Amend Registration.')

New in 2024-25! Note the addition of a compulsory program year and length review effective in the 2024-25 funding year for students with start dates of August 1, 2024, or later. If the student's application spans several terms and includes several program years, the student must update their application before COR may be confirmed.

> ### DEFINITION: Tuition Remittance
> The issuing of tuition and mandatory fees directly to the school from the proceeds of the student's funding allocation. Tuition remittance is not to be used for other costs (e.g., books, residence) and is only approved for use based upon authorization by Alberta Student Aid.

Classification: Public

DEFINITION: COR Period

COR Periods simply set a timeframe or parameters for the tuition-remittance process; for example, to receive tuition remittance, you must request it from the relevant COR Period. Each study period that exceeds five months is divided into two COR Periods.

Note: When confirming registration as 'Yes,' and if authorized, a school may request tuition remittance for the student's loans and/or grants pertaining to both COR Periods (if applicable).

BEST PRACTICE: To support Alberta student borrowers with their financial planning, notify them in advance that you will be requesting future tuition remittance.

Tuition Remittance – Sample Online Screen

Enter Confirmation Result

Confirmed As: ○Yes ○No

Corrected School Student ID: [_____]

Request Tuition Remittance (App Limit - $15,463)

	Period Duration	Maximum Request	Remit Requested by EI
1.	01-Sep-▒ to 28-Feb-▒	$14,455	$ [_____]
2.	01-Mar-▒ to 31-Aug-▒	$14,455	$ [_____]

In this example, if you are confirming registration on or before September 4, you may request tuition remittance for both Period 1 and 2 on this screen.

- *If you are confirming registration between March 1 and August 31, you may only request tuition remittance for Period 2 on this screen.*

- *The Maximum Request is usually the amount of loan- and/or grant funding scheduled to be disbursed in the COR Period. Schools may request more than the Maximum Request, but it will not exceed the student's App Limit* (see below), nor will it be more than the Maximum Request amount in tuition remittance, unless the student's funding amounts are later increased for that COR Period.*

Classification: Public

> *DEFINITION: App Limit*
>
> The App Limit is the lesser of the program costs for tuition and mandatory fees in the Provider and Program Registry System (PAPRS), or the amount the student listed for tuition and mandatory fees on their application. Schools cannot request more than the App Limit in tuition remittance.

The Alberta Student Aid Service Centre and the National Student Loans Service Centre will send any amount requested in tuition remittance directly to the educational institution and deposit remaining funds into the student's bank account or send a cheque to the student (if the student did not provide banking information).

Note: The lenders cannot guarantee each school will receive its requested remittance. Student applications may be frozen, cancelled, or changed from one COR Period to another; any one of these activities might prevent a school from receiving its requested remittance.

Loan Agreements

The student has to sign the loan agreement(s) issued to them for their funding to be released. For more information on loan agreements review the policy manual.

Disbursement of Funds

A student will have their loans and grants disbursed when:
- the student has been approved for loan or grant funding;
- all first-time applicants must complete the applicable loan agreement(s);
- married or common-law students will need to complete a Spouse/Partner Consent and Declaration form.
- the student's educational institution has confirmed full-time registration for the study period; and
- the scheduled disbursement date for the loan or grant has arrived.

Timelines for COR Requests

You cannot perform a COR Request until your students first loan and/or grant funding is slated for disbursement (within 30 days or less).

COR requests will remain active until:
- the period of study end date
- the student's funding application is cancelled

Chapter 2: Tuition Remittance

Tuition Remittance Procedures

Alberta Student Aid facilitates the paying of tuition and mandatory fees **directly to schools**. Before this can happen, you will need to request tuition remittance through the COR automated system. This means all or a portion of a student borrower's loans and/or grant proceeds will be remitted directly to the school.

Tuition remittance may be requested for:
- Full-time students attending an automated COR school

BEST PRACTICE: While requesting tuition remittance is optional, keep in mind that students have living expenses in addition to their school expenses. Make it a practice to engage in tuition-remittance discussions with students—so they can plan their finances accordingly.

Important! Be aware Alberta Student Aid has the right to remove the tuition remittance option from an automated COR school at any time.

Tuition cannot be remitted from:
- Canada Student Grant for Services and Equipment - Students with Disabilities (CSG-DSE)
- Alberta Grant for Students with Disabilities (GFD)
- Alberta Scholarships

Both the CSG-DSE and the GFD are issued to students to cover the costs of both permanent disability and persistent or prolonged disability-related equipment and services; **these grants are not to be used for tuition or other costs.**

Use COR to request tuition remittance in two ways:
1. Request tuition remittance when you initially confirm a student's registration.
2. Request tuition remittance (or change tuition-remittance request amounts) after you have already confirmed a student as 'Yes'). This option only works if no funds have yet been paid or if adjustments are being made to the second term disbursements (that haven't yet been paid).

For more details, see Chapter 1 of this Guide - Definition: Tuition Remittance

Tuition Remittance - Sample Online Screen

The Tuition Remittance function in COR automation is used to request a portion of a student's funding be sent directly to the school to help cover the costs of tuition and mandatory fees. Tuition remittance cannot be used for other costs (e.g., books/supplies, residences).

Classification: Public

Receiving Tuition Remittance

It's your responsibility to manage tuition remittance. If you confirm registration as 'Yes' and request tuition-remittance, the student's loan and/or grant proceeds will be sent directly to your school by cheque, or by Electronic Funds Transfer into the bank account your school has registered with the loan service provider(s).

Alberta Student Aid issues a student borrower's loan funding for tuition and mandatory fees directly to your school. However, for a student's funding to be disbursed, they will need to have met the following conditions:

- The student has been approved for Alberta student loans or grants and has completed the Alberta Student Aid Agreement.

- The student has been approved for Canada student loans or grants and has completed the Full-Time Canada Master Student Financial Assistance Agreement (MSFAA).

- The school has completed the Confirmation of Registration on behalf of the student.

- The student has completed the Consent and Declaration form (for married- or common-law students who are first-time online applicants) and has returned the form to Alberta Student Aid.

Once all applicable conditions have been met, the lenders may issue any amount of funding for student borrowers' tuition to the school, as follows:

- The Alberta Student Aid Service Centre issues tuition remittance for Alberta student loans and grants.

- The National Student Loans Service Centre (NSLSC) issues tuition remittance for Canada student loans and grants.

If the student is eligible to receive both federal and provincial student aid, then, the requested tuition-remittance amount will be issued from the federal loan and/or grant funding, **first**, and against the provincial loan and/or grant funding, **subsequently**.

Access Availability – See above Tuition Remittance Sample Online Screen
The 'Tuition Remittance' function within COR automation may be used immediately after a COR request has been confirmed as 'Yes.'

Access to a student application in the Tuition Remittance area remains available until the related study-period end date. However, if all funding has been issued for a particular application, no results will appear; only in the case where the student was later approved for additional funding—on the same application—would you be able to receive further tuition remittance through your original COR request.

Note: No part of the funding will be issued to students, or schools, prior to the study-period start date.

Disbursing the Funds

Once either the Alberta Student Aid Service Centre or the NSLSC disburses the loan and/or grant funds, the tuition remittance proceeds will automatically be issued to the school on the student's behalf.

Disbursement Schedule – Sample Online Screen

Disbursement Schedule

Fund Type	Status	Date	Amount
Alberta Student Grant for Full Time Students	Issued	08-Feb-	$2,850
Alberta Student Loan	Issued	08-Feb-	$6,080
Canada Student Grant for Full Time Students with Dependants	Payment Pending	08-Feb-	$4,400
Canada Student Loan	Payment Pending	08-Feb-	$10,920
Award Total			$48,500

Since the first two disbursements have already been issued, it would be too late to request tuition remittance from them.

Request Remittance Summary – Sample Online Screen

Period 1 Funding

Remit Request Category	Priority	Applications
Return Date Passed		6
Required Today		0
1 to 23 days		0
Greater than 23 days		0
Remit Request Amount Entered		2
All Funds Issued		367

Period 2 Funding

Remit Request Category	Priority	Applications
Return Date Passed		8
Required Today		0
1 to 23 days		0
Greater than 23 days		0
Remit Request Amount Entered		1
All Funds Issued		365

Search Tuition Remittance

The first screen in the Tuition Remittance area shows a summary of student applications for which schools can request tuition remittance. It is organized by COR funding periods and urgency, as follows:

- Return Date Passed – *The student has loans and/or grants that are ready to be disbursed. However, the funds have been held up due to lack of COR response. You may proceed with the COR update when you are able to complete this task.*

- All Funds Issued – *All funds for the COR funding period have been disbursed.*

- Remit-Request Amount Entered – *This section is used to display the number of requests that have a remittance value entered for a student for the funding period.*

- *The 'other' fields – show how many days are left before the funding disbursement(s) for that COR period are scheduled to be released.*

Tuition Remittance Requests – Sample Online Screen (with results blurred)

Click on any underlined hyperlink to see applications that match those criteria. To search according to other criteria, you may also select 'Search Tuition Remittance' at the bottom of the summary (see above Request Remittance Summary - Sample Online Screen). Whether you click on a number hyperlink or on 'Search Tuition Remittance,' the next screen shows search options at the top so that you have the option of refining your search from this screen.

- *Learner Criteria - Search by Alberta Student Number, COR Display ID, Alberta Student Aid Application ID, Last Name, or School Student ID. Search through All Students at your school. For the Last Name field you do not need to enter the student's entire name. For example, enter 'S' as a Last Name to see all results that begin with 'S.'*

- *Period – Search through COR Period 1, COR Period 2, or both.*

- *Remit Request Category – The same as the categories shown on the previous screen organized by the COR Return-By Date.*

If any student applications match your search criteria, you will now see those results listed at the bottom of the screen. At most, 400 results will appear here; narrow your search criteria to get a shorter list.

Search Results Table – Sample Online Screen (with some results blurred)

Search Results - 367 record(s) found

Period	ASN	Name	School Student ID	COR Display ID	Remittance Return Date	Total Remit	Remit Requested by EI
1						$2,739.43	$2,739.43
1						$8,043.79	$8,043.79
1						$2,565.11	$2,565.11
1						$8,408.14	$8,408.14
1						$8,408.14	$8,408.14
1						$2,000.00	$2,000.00

- *Period – shows the COR Period by which you've searched. If you chose to search through All Periods, you may see the same student application listed twice in the search results.*

- *ASN – once you have found the student application you wish to request tuition remittance from, click on the underlined Alberta Student Number to proceed.*

- *Name, School Student ID – use these to help identify the student application you're searching for.*

- *COR Display ID – this is a unique number for this record in COR.*

- *Remittance Return Date – this is the date on which loans are (or were) scheduled to be disbursed in this COR Period.*

- *Total Remit – the total amount that has already been applied as remittance from loans disbursed in this COR Period.*

- *Remit Requested by EI – the total amount that your school has already requested to be remitted during this COR Period (includes amounts that have been applied already and amounts not applied yet).*

Selecting Application

Click on the underlined Alberta Student Number to access the Manage Tuition Remittance modal window to request tuition remittance. See screenshots above and below.

Search Results - 367 record(s) found

Period	ASN	Name	School Student ID	COR Display ID	Remittance Return Date	Total Remit	Remit Requested by EI
1						$2,739.43	$2,739.43
1						$8,043.79	$8,043.79
1						$2,565.11	$2,565.11
1						$8,408.14	$8,408.14
1						$8,408.14	$8,408.14
1						$2,000.00	$2,000.00

Manage Tuition Remittance – Sample Online Screen (with some information blurred)

Manage Tuition Remittance

Learner Information

Name: ASN: SIN:
Birthdate: School Student ID:

⚑ Special Status   📄 Learner Comments   ♿ Has Disability

Studies Information

Institution: Yr/Lgth: 1/4
Program: Start Date: 01-Sep-
Specialization: End Date: 31-Aug-

Application ID: Application Type: Full Time   Funding Year:
COR Display ID: Course Load:

Request Tuition Remittance (App Limit - $9,484)

	Duration	Return Date	Maximum Request	Remit to be Applied	Remit Applied	Total Remit	Remit Requested by EI
Period1	01-Sep- to 28-Feb-		$0		$2,739.43	$2,739.43	$ 2,739.43
Period2	01-Mar- to 31-Aug-		$0				$
Totals				$0.00	$2,739.43	$2,739.43	$2,739.43

Disbursement Schedule

Fund Type	Status	Date	Amount
Canada Student Grant for Students with Disabilities	Issued	01-Sep-	$2,000
Canada Student Loan	Issued	01-Sep-	$5,460
Canada Student Grant for Students with Disabilities	Issued	01-Mar-	$2,000
Canada Student Loan	Issued	01-Mar-	$5,460
Award Total			$14,920

Submit   Cancel

- *Use Student Information and Studies Information at the top to ensure you are working on the correct student application (depending on timing, some students may have more than one active application in the Alberta Student Aid System from which schools can request tuition remittance).*

- *Use the boxes under Remit Requested by EI to enter or change the amount of tuition remittance you are requesting. Be sure to request remittance from the correct COR period.*

- *The App Limit is the lesser of the program costs for tuition and mandatory fees in the Provider and Program Registry System or the amount the student listed for tuition and mandatory fees on the application. Schools cannot request more than the App Limit in tuition remittance.*

Request Tuition Remittance – Sample Online Screen

Request Tuition Remittance (App Limit - $9,484)

	Duration	Return Date	Maximum Request	Remit to be Applied	Remit Applied	Total Remit	Remit Requested by EI
Period1	01-Sep-___ to 28-Feb-___		$0		$2,739.43	$2,739.43	$ 2,739.43
Period2	01-Mar-___ to 31-Aug-___		$0				$
Totals				$0.00	$2,739.43	$2,739.43	$2,739.43

Disbursement Schedule

Fund Type	Status	Date	Amount
Canada Student Grant for Students with Disabilities	Issued	01-Sep-___	$2,000
Canada Student Loan	Issued	01-Sep-___	$5,460
Canada Student Grant for Students with Disabilities	Issued	01-Mar-___	$2,000
Canada Student Loan	Issued	01-Mar-___	$5,460
Award Total			$14,920

Have a closer look at the Request Tuition Remittance headings:

- *Duration – Shows the COR Period. You must request remittance from the correct COR Period – i.e., the COR Period in which funds will be disbursed – to receive the requested remittance.*

- *Return Date – Shows the preferred COR Return-By Date for the COR Period.*

- *Maximum Request – Usually, the amount of loan and/or grant funding scheduled to be disbursed in the COR Period minus any remittance previously applied. Schools may request more than the Maximum Request but will not receive more than the Maximum Request amount in tuition remittance unless the student's amounts are increased for that COR Period (Note: The Maximum Request for a COR Period will never exceed the App Limit – see previous page).*

- *Remit to be Applied – Remittance amount requested that has not yet been disbursed.*

Classification: Public

- *Remit Applied – Remittance amount that was previously requested and already disbursed – i.e. included as a remittance request when the student's disbursements for the COR Period were released.*

- *Total Remit – The sum of Remit to be Applied and Remit Applied.*

- *Remit Requested by EI – Shows the total amount of remittance the school has previously requested. This is also the field in which new requests can be made. Always enter the total amount you are requesting for the COR Period here.*

Disbursement Schedule – Sample Online Screen

Manage Tuition Remittance

Learner Information

| Name: | | ASN: | | SIN: | |
| Birthdate: | | School Student ID: | | | |

⚑ Special Status   📄 Learner Comments   ♿ Has Disability

Studies Information

Institution:		Yr/Lgth:	1/4
Program:		Start Date:	01-Sep-
Specialization:		End Date:	31-Aug-

| Application ID: | | Application Type: | Full Time | Funding Year: | |
| COR Display ID: | | Course Load: | | | |

Request Tuition Remittance (App Limit - $9,484)

	Duration	Return Date	Maximum Request	Remit to be Applied	Remit Applied	Total Remit	Remit Requested by EI
Period1	01-Sep- to 28-Feb-		$0		$2,739.43	$2,739.43	$ 2,739.43
Period2	01-Mar- to 31-Aug-		$0				$
Totals				$0.00	$2,739.43	$2,739.43	$2,739.43

Disbursement Schedule

Fund Type	Status	Date	Amount
Canada Student Grant for Students with Disabilities	Issued	01-Sep-	$2,000
Canada Student Loan	Issued	01-Sep-	$5,460
Canada Student Grant for Students with Disabilities	Issued	01-Mar-	$2,000
Canada Student Loan	Issued	01-Mar-	$5,460
Award Total			$14,920

Submit   Cancel

Use the Disbursement Schedule at the bottom of the modal window to help you determine which COR Period to request remittance from. Depending on timing and amounts, the Alberta Student Aid System may allow you to put your request in for Period 1, Period 2, or both.

Submit Tuition Remittance Request – Sample Online Screen

Manage Tuition Remittance

Learner Information

Name:	ASN:	SIN:
Birthdate:	School Student ID:	

⚑ Special Status   📄 Learner Comments   ♿ Has Disability

Studies Information

Institution:	Yr/Lgth: 1/4
Program:	Start Date: 01-Sep-
Specialization:	End Date: 31-Aug-

Application ID:	Application Type: Full Time	Funding Year:
COR Display ID:	Course Load:	

Request Tuition Remittance (App Limit - $9,484)

	Duration	Return Date	Maximum Request	Remit to be Applied	Remit Applied	Total Remit	Remit Requested by EI
Period1	01-Sep- to 28-Feb-		$0		$2,739.43	$2,739.43	$ 2,739.43
Period2	01-Mar- to 31-Aug-		$0				$
Totals				$0.00	$2,739.43	$2,739.43	$2,739.43

Disbursement Schedule

Fund Type	Status	Date	Amount
Canada Student Grant for Students with Disabilities	Issued	01-Sep-	$2,000
Canada Student Loan	Issued	01-Sep-	$5,460
Canada Student Grant for Students with Disabilities	Issued	01-Mar-	$2,000
Canada Student Loan	Issued	01-Mar-	$5,460
Award Total			$14,920

Submit   Cancel

- *Once you have entered your requested remittance amount in the correct COR Period, choose Submit. (Alternatively, choose Cancel to leave this modal window and not save your remittance requests.)*

- *After choosing Submit or Cancel, you will be returned to the list of search results from which you accessed the Manage Tuition Remittance modal window. The Request Viewed icon will appear next to the record you've just been in.*

- *If necessary, you may go back in and make adjustments to your tuition remittance requests. You may do this up until the point when funds are disbursed for the COR Period in question.*

Setting Up Tuition Payments to Your School

To receive tuition remittance by direct deposit, you will need to submit the **Electronic Funds Transfer Request Form** for both the Ontario-based federal and provincial service providers (the NSLSC and the Service Centre).

Federal Electronic Set Up
- Electronic Fund Transfer (EFT) must be first set up before electronic reporting can be done.
- Schools can email: Szilvia.Fejervary@finastra.com; Sydonni.Douglas@finastra.com; or Samina.Mussaji@finastra.com to set up or update an EFT.

Schools already set up for EFT, but receive their reports via fax can activate the Student Funds Transfer (SFT) account by sending an email to: NC-CSFA_PD-CAFE_GP-GD@hrsdc-rhdcc.gc.ca

Provincial Electronic Set Up
- Tumbleweed is used to provide electronic reports for Alberta provincial disbursements.
- For Tumbleweed set up, contact: Szilvia.Fejervary@finastra.com; Sydonni.Douglas@finastra.com; or Samina.Mussaji@finastra.com.

To receive tuition remittance by direct deposit, you will need to submit the Electronic Funds Transfer Request Form for each of the lenders. Alberta Student Aid cannot guarantee schools will receive the requested tuition remittance amount. There are several situations that might trigger the denial of tuition remittance—including student applications becoming frozen, cancelled, or changed or due to the school not being authorized by Alberta Student Aid to request tuition remittances.

Chapter 3: Amend Registration

Amending Registration

When a student borrower drops below full-time status during a funded study period, use the Amend Registration function to report this change to their enrolment.

Note: Amend Registration can be applied in COR **after** a student has been confirmed registered in their study program as 'Yes.' If the change to enrolment occurred prior to the original COR approval, you would indicate 'No' to the COR request.

Amend Registration Purpose

The 'mend Registration function in automated COR allows you to report to Alberta Student Aid when a student for whom you had previously confirmed as registered in full-time studies and is no longer a full-time student.

This is a task Alberta Student Aid **requires you to perform any time you are alerted to a change to a student's full-time enrolment status**. COR amendments should be communicated to our office within 45 days of the full-time enrolment status change.

Note: The Amending Registration requirement applies whether you are using Automated COR or Manual COR.

Further, when you amend registration for a student who is no longer a full-time student, you help to ensure Alberta Student Aid will not release future funding to this student for this loan period.

Information on Withdrawals

For Public Schools
If a student has had a break in studies of more than 30 days, they will be considered withdrawn and must submit a new application if they require additional funding.

For Private Career Colleges
Under the Withdrawal Policy for Students Attending Alberta Private Career Colleges licensed under the *Private Vocational Training Act*, you must report a student as withdrawn when:

- they have missed five consecutive days without contacting the institution to provide a reasonable excuse, before or during the absence. In this case, the withdrawal date is the first day the student was absent.

- they have a reasonable excuse for being absent more than 30 consecutive days. The withdrawal date is the first day the student was absent.

- they have had excessive absences that will prevent them from successfully completing their program within the scheduled study period. In this case, the withdrawal date is the last day the student was in attendance.

- due to medical reasons, a student is unable to complete their study program within its original session end date—and, as a result, did not extend their program within 30 days. To be granted

interest-free status, the student must reapply with a new application for Alberta Student Aid or, if additional funds are not required, sign into their student aid account(s) to update their continued full-time status.

- a student switches their study program, and the end date of their new program exceeds the original end date. In this case, the student must reapply with a new application or submit information to maintain their interest-free status (as per above).

Student Absenteeism

You are required to monitor and record a student borrower's study-program attendance. Ensure you keep track of the details relating to the absences and describe the circumstances, including:
- dates absent,
- the reason for the absence (excusable or non-excusable), *and*,
- any contact you or Alberta Student Aid has had with the student.

Once a student is considered withdrawn, in addition to reporting the withdrawal to Alberta Student Aid, written termination of the student contract must be given to the other party (see the Private Vocational Training Regulation, Sections 12 and 13).

Amend Registration Search– Sample Online Screens

A list of student applications for which schools can report Amend Registration information immediately appears. Student applications will only appear on this list if:
- *the student has previously been confirmed as 'Yes' for this application; and*
- *it has not yet been 45 days since the student's study period ended.*

If fewer than 400 student applications are available, all of them will be displayed at once.

If more than 400 records are available, you may need to perform a more focused search (see below) to find the appropriate application or use the 'Download Search Results' option at the bottom of the table to export all records into an Excel spreadsheet.

Classification: Public

Use as a Report – Sample Online Screen

This list of student applications can also be used as a report by the school to determine which students they have provided Confirmed as 'Yes' results for in a given study period.

Refine Search– Sample Online Screen

Perform a more focused search from this screen by entering a particular student's:

- *Alberta Student Number*
- *COR Display ID*
- *Alberta Student Aid Application ID*
- *Last Name (as little as one letter may be entered)*
- *School Student ID (if previously provided by the student or school)*

Selecting Application – Sample Online Screen

Classification: Public

After you have found the appropriate student record, click on the underlined Alberta Student Aid Application ID to proceed.

Caution: Depending on the timing of your search, a particular student may have more than one application for which 'Amend Registration' information may be provided. Ensure that you select the appropriate application.

Online Screen Icon: Amend Registration Exists
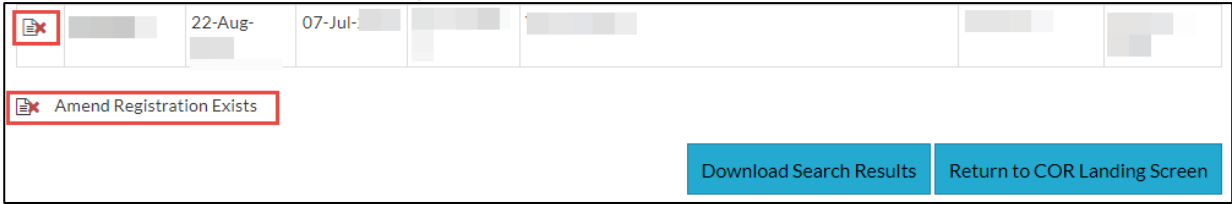
The **Amend Registration Exists** icon appears next to applications that have already reported amended registration. Although schools can access these applications for informational purposes, they cannot update registration details for them.

Contact Alberta Student Aid if you need to correct registration information for one of these applications.

- Email: AE.COR-AB@gov.ab.ca

Providing Amend Registration Information– Sample Online Screen

Once the 'Amend Registration' window is open:
First, verify that the student- and study-period information displayed on the top-half of the window are accurate (some information is blurred in this above example).
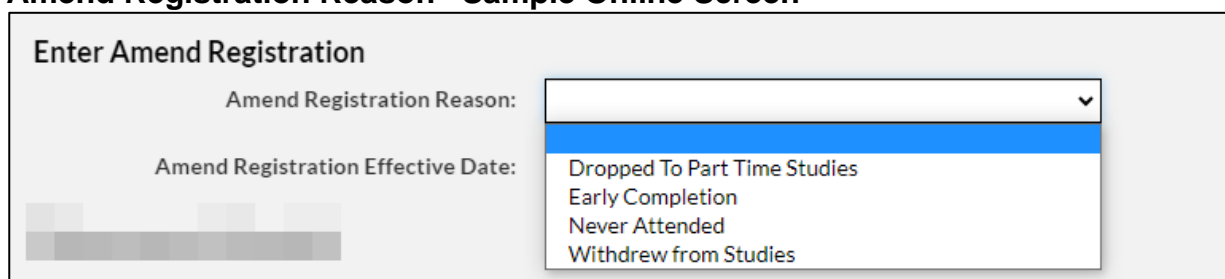
Classification: Public

Amend Registration Reason– Sample Online Screen

Enter Amend Registration

Amend Registration Reason:

Dropped To Part Time Studies
Early Completion
Never Attended
Withdrew from Studies

Amend Registration Effective Date:

Next, select the Amend Registration Reason- i.e., the following automated Reasons:

- *Dropped to Part-Time Studies (student is still registered part-time)*

- *Early Completion (student successfully completed all requirements for the study period prior to the Session End date. <u>Note:</u> This should not be used to report a future change to study-period plans; any undisbursed funding will be cancelled when this option is used.*

- *Never Attended (student did not attend a single day of classes).*

- *Withdrew from Studies (student withdrew from studies entirely prior to the Session End date.) Private Career Colleges should use this option when reporting a student as withdrawn, according to the requirements in the <u>Withdrawal Policy for Students Attending Alberta Private Career Colleges</u> (licensed under the Private Vocational Training Act)*

It is important to select the appropriate reason for amending registration, especially since reassessments may impact part-time students who may be able to retain interest-free status on Alberta student loans.

- *Effective Date*

Unless the Amend Registration reason selected is 'Never Attended,' you must also provide an effective date for the withdrawal. Rules for identifying the effective date can be found in the top-section of this Guide, and the <u>Withdrawal Policy for Students Attending Alberta Private Career Colleges</u> available in Chapter 2 of the Policy Manual.

Submit
Once the Amend Registration Reason and Effective Date (if applicable) have been provided, select Submit. Note: Select Cancel any time before clicking Submit to back out of this screen.

After Submitting
You will be returned to the previous search screen, and an Amend Registration icon will now appear next to the record.

Reporting Withdrawals

You must report withdrawals to Alberta Student Aid using one of the following methods—depending on whether students are currently receiving funding for the academic year or not.

For Funded Students
- The Amend Registration function in SFS/COR (for automated COR schools)

- Manual Confirmation of Registration Worksheet Amend Registration section (for students issued a Manual Confirmation of Registration Worksheet)

  o If you did not retain a copy of the student's *Manual Confirmation of Registration Worksheet*, you may email your amendment updates to: AE.COR-AB@gov.ab.ca.

For Non-Funded Students
- Notice of Withdrawal section
  o Confirmation of Registration (Form B)
  o Confirmation of Enrolment (*Schedule 2*)

Note: You are only required to send us a notification of a withdrawal **once.** We will share this notification-of-withdrawal information with both loan service providers.

Deceased Student

A student's family, next of kin, estate administrator, or educational institution may contact the Alberta Student Aid Service Centre to report a deceased student.

- Call: 1-855-606-2096, Option 3

For Defaulted Loans Held with Crown Debt Collections

If the student's loan is not in good standing and returned to the Government of Alberta at the time of the death, contact will need to be made with the Government of Alberta's **Treasury Board and Finance – Crown Debt Collections**.

Documentation to verify the borrower's status will be required in order to write off their debt. Eligible documentation includes:
- a death certificate issued by the province where the death took place; *or*,
- a statement from a funeral home director.

Treasury Board and Finance, Crown Debt Collections:
- Call: 1-780-427-3244

More Information

For more details on withdrawals, reporting changes, or amendments to registration:

- Visit: studentaid.alberta.ca to review all COR resources
- Email: ae.cor-ab@gov.ab.ca

For more details on online COR access or Alberta Student Aid programs or policies:

- Visit: studentaid.alberta.ca
- Call: 1-855-606-2096 (Option 4, then select 1)
- Email: cru@gov.ab.ca

Chapter 4: Previously Funded Students

Your Previously Funded Students

You may be asked to provide Confirmation of Registration for previously funded students who are not currently receiving funding through Alberta Student Aid—in order for student loans to be reinstated to interest-free status. There are three ways of doing this:

1. Electronic Confirmation of Enrolment (ECE Portal)

   When to Use:
   - The student indicates they only have previous Canada student loans, or loans from other provinces other than Alberta.
   - The student indicates they have previous Canada and Alberta student loans

2. Form B – Confirmation of Registration

   When to Use:
   - Alberta student loans
   - Medical residents
   - Full or part-time students

   Form B may also be used to amend enrolment for a non-funded student should their full-time status change.

3. *Schedule 2* – Confirmation of Enrolment

   When to Use:
   - Canada student loans
   - Full-time students only
   - Medical or parental leave

A previously funded student who is enrolled full-time only needs to submit either the Form B or a *Schedule 2* to have all loans reinstated to interest-free status. If the student is studying part-time, the Form B should be completed as discussed in the next section.

Completing the Form B – Confirmation of Registration

Inform your students:
- it is mandatory for the student to complete all fields of the student section (i.e., Section 1) of the Form B; *and* then email the completed Form B to you.

You will need to:
- complete the Form B school section (Section 2 – **See screenshot below**).

Important! When either the Alberta Student Aid Service Centre or the NSLSC receives a form with missing information—it will result in processing delays.

Once the form is complete:
- return the completed form to the student via email and provide clear instructions on how they should submit the form (see below), **OR**
- mail or fax the Form B directly to the service provider.

Acceptable ways to submit the Form B are:
- by mail or fax: See address on the form
- the student submits the form using the Upload Document feature in their secure Alberta Student Aid account.

Ideally, students should be using the NSLSC Online Confirmation of Enrolment (ECE Portal). Situations where a Form B is required instead of an NSLSC Online Confirmation of Enrolment include:
- Part-time students who have previous full-time student loans
- Students who have previous Alberta funding only
- Post Graduate Medical Residence (PGME)
- Students who have outstanding Alberta Student Loan funding but have maxed their federal weeks of study limit for funding and interest-free status.

Note: The student must be registered for either full-time or part-time studies in a designated program to maintain interest-free status on an existing Alberta student loan. Only post-secondary courses can be considered when completing a Form B. This form is available in the Applications and Forms section of the Alberta Student Aid website (studentaid.alberta.ca).

Form B: Section 2 - Sample Screenshot

Section Two - To be Completed by the Educational Institution

Federal Institution Code

Provincial Institution Number

Name of Designated Educational Institution

Address

City or Town

Province/State

Country

Postal/Zip Code

Telephone Number

Email Address

Period of Study (cannot exceed 365 days)

Academic Start Date: Year Month Day

Academic Year End Date: Year Month Day

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:

○ Full-time student   ○ Part-time student
○ Medical resident   ○ Student with a disability studying at 40-59% of a full course load

Name of Authorized Officer

Title

Phone

Email Address

Date yyyy-mm-dd

Signature of Authorized Officer

This confirmation is valid for up to 30 days from this date, but not beyond the Academic Year End Date.

ASA12750 Rev.

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- *Sign and date the form (no longer than within 30 days of the academic year start date, and prior to the academic year end date.*

- *Retain a copy of the form for your records*
.
- *The student must submit the form to the Alberta Student Aid Service Centre within 30 days of the date the form was signed and prior to their academic year end date.*

If the form indicates the student is enrolled full-time, any outstanding Canada student loans will also be reinstated to interest-free status (Schedule 2 not required).

Exceptions

- **Current or Returning Students Receiving Fundin**g
  If a student is either currently in school or returning to school, and will be receiving further full-time funding from Alberta Student Aid, previous loans will be automatically reinstated when new funds are disbursed.

- **Apprentices**
  Alberta student loans issued to apprentices automatically remain in interest-free status as long as the student remains registered as an apprentice with Alberta Apprenticeship and Industry Training. The Form B is not required.

- **Medical Residents**
  Medical Residents may submit a Form B for interest-free status during their medical residency training periods. The Form B should be completed by the school or administrator and submitted with a letter from the hospital where the residency has been arranged.

Completing *Schedule 2* – Confirmation of Enrolment

A student must be registered for full-time studies in a designated program to maintain payment-free status on an existing Canada student loan. Only post-secondary courses can be considered on a *Schedule 2*.

You'll find the *Schedule 2* – Confirmation of Enrolment form on the Alberta Student Aid website in the Applications and Forms section.

Classification: Public

Schedule 2 Confirmation of Enrolment Form – Sample Online Screen

1. *Complete all relevant sections of the form (highlighted above).*
2. *Sign and date the form.*
3. *Remove 'Copy 3' before returning it to the student. Keep this copy for your records.*

NOTE: The student must submit the appropriate Schedule 2 copies to the National Student Loans Service Centre (NSLSC) within 30 days of the date the form was signed and prior to their study-end date.

Federal Electronic Confirmation of Enrolment System (ECE)

The federal government's ECE system allows schools to confirm a student's registration online. For Alberta students, ECE may be used instead of a Form B or *Schedule 2* to confirm students who are registered full-time, but are not receiving funding.

For more information on ECE, contact the National Student Loans Service Centre (NSLSC).

- Call: 1-888-852-2194

Classification: Public

Confirmation of Enrolment Letter

For a student to maintain interest-free status, it is also acceptable for you to complete a **Confirmation of Enrolment Letter** on your school's letterhead. The letter must be prepared **within 30 days of your student's academic start date** and **prior to their academic year-end date**.

And, it must also include the following:

- Date of letter's completion;
- Student's name;
- Student's Social Insurance Number;
- Student's Program of Study;
- Student's Study-period start date;
- Student's Study-period end date;
- Indication of whether the student is enrolled full-time, part-time, or full-time with a reduced course load (if the student has a permanent disability, or a persistent and prolonged disability, and a course load that is no less than 40%);

- If the student is a medical resident, the type of residency must also be indicated. For details, see Interest Free Status for Medical Residents in the Student Aid Policy manual.

- Signature of authorized school representative (a.k.a. your signature).

Appendix 1: Navigation

This appendix contains tips to help you navigate Online COR screens. The features discussed here can be found in all areas of COR.
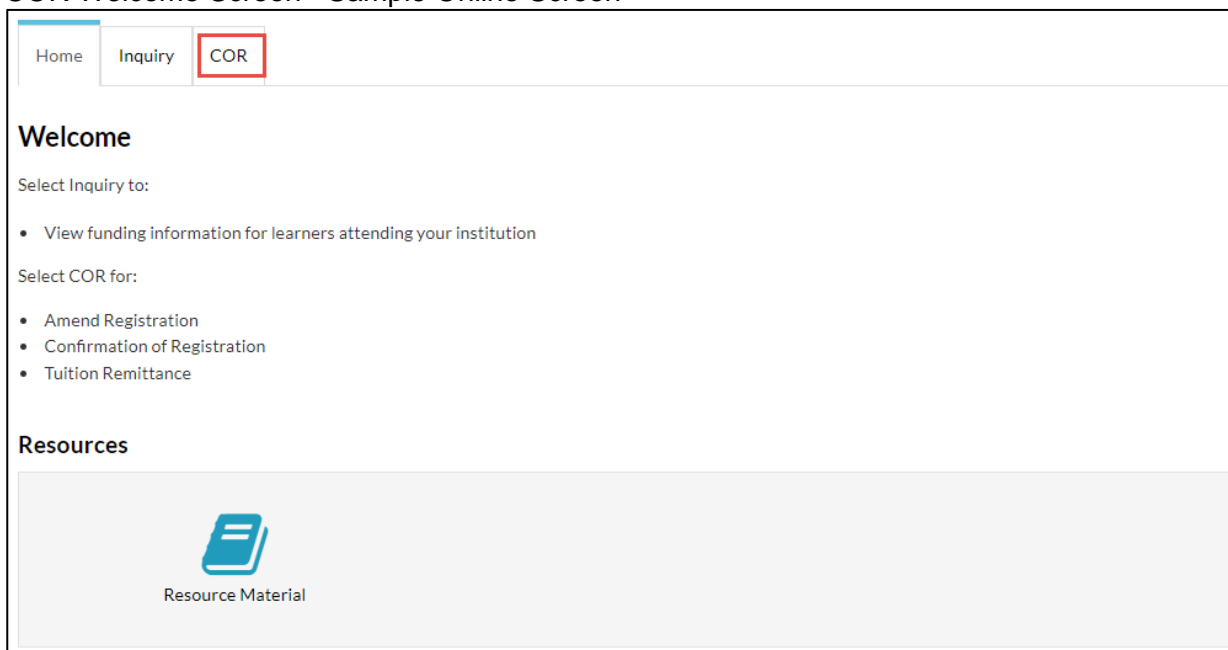
Browser

It is recommended that you use Google Chrome when using the Alberta Student Aid System. Other browsers can be used but note support may not be provided.

Welcome Screen

Each user must have a password to access the Alberta Student Aid System. For information about obtaining a password, please visit: Alberta Student Aid System.

COR Welcome Screen - Sample Online Screen

COR screens are accessed by clicking the COR tab on the Alberta Student Aid System Welcome Screen.

Banner

Most COR screens display this banner:

- The **Home** button returns you to the Alberta Student Aid System Welcome Page (and will not save any work being done for the screen you are currently on).

- The **Logoff** button ends your session entirely (a password will be required to begin a new session). You are also automatically logged off the system after 20 minutes of inactivity.

- The **Contact Us** button allows you to compose an email to ask questions about using and navigating within COR screens.

Search Functions

The Online COR screens have search menus to help you find your results to COR requests and student applications.

Search Menus – Sample Online Screen

| Home | Inquiry | COR |

Confirmation of Registration (COR) Requests Search

Select the ASN hyperlink to view the details of the COR request and/or to enter COR results.

Application Type:	Full-Time
Request Status:	All Required Requests
Learner Criteria:	All Learners
Program:	All Programs
Specialization/Major:	All Specializations
Requests Viewed:	All Requests

Search

Search Results - 0 request(s) found.

Return to COR Request Summary Screen

For ease of use, there are automatic default search settings.
- *Use the drop-down boxes to narrow or widen your search criteria.*

- *Once you've set your desired search criteria, you'll find your results by clicking Search on the bottom-right corner of the Search Menu screen.*

Classification: Public

Sortable Tables – Sample Online Screen

Search Results - 57 record(s) found

Click the link to view the details of the COR request and/or to enter COR results.

	ASN	Name	Application ID	School Student ID	COR Return Date(Confirmed Certs)	COR Return Date(Other Disbursements)	COR Display ID	Remit Requested by EI
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		
					21-Apr-	21-Apr-		

A search often yields results that are put into a sortable table. Sample sortable table, with results blurred:
- *Once you have a list of search results, sort those results by clicking on any column heading. For example, clicking on Name in the blue bar would sort results alphabetically, by the student's surname.*

    - *Clicking on the Name column again will sort the results in reverse order.*
    - *Clicking on Name a third time would sort the results in reverse alphabetical order.*

- *You can filter search results by clicking on specific headers in the sortable table. See example above.*

- *Once you find the student record you are searching for, click on the underlined hyperlink (student's Alberta Student Number (ASN) or Alberta Student Aid Application ID) to advance to a screen where schools can perform a COR function (confirm registration, request tuition remittance, or report amended registration).*

- *Each sortable table has a maximum number of results it can display (currently 400 results). To get a smaller list of results, change the search criteria and search again.*

Download Search Results
You also have the option to Download Search Results. The icon is located below the sortable tables.
- *Your search results will open in an Excel spreadsheet once you select this option.*

    - *This Download Search Results option is also useful if, for your informational purposes, you wish to view all of the displayable results in your Excel spreadsheet (i.e., the maximum number of search results available). This may be useful to help you manage high volumes of Alberta Student Aid loan/grant recipients or applicants at your school.*

    - *Note: Your work or responses must be provided directly in the Alberta Student Aid System, and not in this Excel spreadsheet.*

Classification: Public

Navigation Functions

The Online COR screens have useful navigation functions to help you complete your tasks.

1. *Some screens will allow you to easily navigate to previous screens. It's recommended to use these navigation options rather than the Back button in your browser.*

2. *After you have clicked on a student's ASN or Application ID, a menu will appear where you can perform COR functions such as confirm registration, request tuition remittance, or report amended registration. After completing the required fields, you must either submit your COR response or cancel the activity (without saving).*

3. *In some cases, the Submit option may not be available (for example, if you have not completed a required field, or if amend registration has already been used).*

4. *Some COR screens provide additional explanations about field labels when you hover over the field name.*

Tracking of COR Activities

Each time an entry is submitted in COR, the system tracks the user and date of the activity.

Appendix 2: Alberta Student Aid Contact Information

For more information, contact:

- Client Resolution Unit:
  Call: 1 855 606 2096 | Option 4 and then Option 1
  Email: cru@gov.ab.ca

This option is for school staff only with inquiries related to:
- whether or not to confirm individual student registration as 'Yes' or 'No'
- interpreting or navigating COR online screens
- general Automated COR information or questions about Alberta Student Aid

To correct an Automated COR response submitted in error, email:
- AE.COR-AB@gov.ab.ca

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