

# Confirmation of Registration (COR) Part-time

## Instructions for Schools

### Completing Section 5 of the Part-time Application

Schools are required to fill out Section 5 of the part-time application form. This form is available in the Applications and Forms section of the [Alberta Student Aid](https://www.albertastudentaid.ca) website.

By providing the course and program information on Section 5 of this form, you are initially confirming the student's part-time program, dates and costs so their part-time application can be processed accurately.

### Helpful Hints for Completing Section 5

#### Expected Percentage of a Full Course Load

To receive part-time funding, a student must be enrolled in 20 to 49% of a full course load. When a student is enrolled in a full-course load of at least 60% or more, a full-time application must be used instead of the part-time application.

#### List Course(s) for Current Study Period

When a student changes one or more of their courses after the part-time application is submitted, please send a correction to Alberta Student Aid to ensure the most accurate course information is placed on the student's file.

- Scan and email: [AE.COR-AB@gov.ab.ca](mailto:AE.COR-AB@gov.ab.ca)
- Fax: 780-415-0448

### Confirming Registration for Part-time Students

After a part-time application has been processed, schools can provide confirmation of registration for part-time students by:

- Confirming enrolment using the Electronic Confirmation of Enrolment Portal (federal funding only)
- Completing the Manual COR worksheet for Alberta Part-time Grants (provincial funding only)

### Confirming Enrolment | Electronic Confirmation of Enrolment (ECE) Portal

If a student has been approved to receive any of the following types of federal funds for part-time studies, the educational institution will be required to provide confirmation of enrolment using the Electronic Confirmation of Enrolment (ECE) Portal:

- Part-Time Canada Student Loan (PT-CSL)
- Canada Student Grant for Part-Time Studies (CSG-PT)
- Canada Student Grant for Part-Time Students with Dependents (CSG-PTDEP)
- Canada Student Grant for Students with Disabilities (CSG-D)
- Canada Student Grant for Services and Equipment - Students with Disabilities (CSG-DSE)

The image shows a portion of the 'Application for Financial Assistance for Part-Time Post-Secondary Studies 2024-25' form. It is titled 'Section 1 - Personal Information'. The form includes fields for 'Last Name (parent/legal name)', 'First Name (parent/legal name)', 'Middle Initial', 'App. File #', 'Street Address (add direction, e.g. S, NW, SE)', 'City/Town', 'Prov/State', 'Postal/ZIP Code', and 'Country'. There are also fields for 'Mobile Number' and 'Telephone Number (small Address (mandatory))'. A section titled 'Citizenship Status' has radio buttons for 'Canadian', 'Permanent Resident', and 'Protected Person'. Below this, there are questions about living in Alberta and being a student in Alberta. The form also includes fields for 'Social Insurance Number', 'Gender', and 'Date of Birth'. There are sections for 'Marital Status' and 'Maiden Name (if applicable)'. At the bottom, there is a field for 'Alberta Student Number (mandatory) (go to [albertastudentaid.ca](https://www.albertastudentaid.ca))' and a 'For Office Use Only' section with 'Page ID'.

Once signed onto the ECE portal, you will see an enrolment type (full-time or part-time) in the grid view, or use the search tool and select enrolment type.

For more information, or to register for access to the ECE Portal, contact the National Student Loans Service Centre (NSLSC):

- Phone: 1-888-852-2194
- Email: [cie-ece@csnpe-nslsc.ca](mailto:cie-ece@csnpe-nslsc.ca)

**Note:** This process applies only to Canada loans and grants for part-time studies.

### Requesting Tuition Remittance for Part-time Canada Loans and Grants

You may use the Electronic Confirmation of Enrolment portal to request tuition remittance from federal funding by indicating the amount of tuition to be remitted.

Tuition will be remitted from grants first, and then loans.

### Reporting a Change to Part-time Registration

#### Canada Part-time Loans

If a student has received a Part-Time Canada Student Loan and ceases to be a part-time student before the period of studies end date, you must notify the lenders within 15 calendar days, except in December when notification must be received within seven calendar days.

You can submit notification of the withdrawal by logging into your Alberta Student Aid system access and applying a COR amendment update on the part-time application. This information is then communicated to the loan service provider(s).

### Confirmation of Registration for Alberta Part-Time Grants

Once the student has been approved for the Alberta Part-Time Grant, you will need to confirm the student is registered to attend part-time studies to have their funding released.

Alberta Student Aid will email the Manual COR Worksheet for Part-Time Grant Funding to the schools.

Institution: Manual COR Worksheet											
Name	ASN	Birthdate	School ID	Application ID	Program Session	Payment Amount	Registration of Confirmation		Confirmation as No Reason Withdrew		
							Yes	No	Never	Attended	Not Registered

### Step 1

You will need to confirm the student is registered for part-time studies for the session dates listed by indicating 'Yes' in the space provided.

If the student is not eligible for part-time funding, confirm as 'No' and provide a reason:

- Not Registered
- Never Attended

- Withdrew (provide the date of withdrawal)
- Dropped below 20% of a full course load (provide the date the change occurred)

## Step 2

Return the completed Manual COR Worksheet form via email to Alberta Student Aid:

- [AE.COR-AB@gov.ab.ca](mailto:AE.COR-AB@gov.ab.ca)

If you have confirmed the student as 'Yes', the Alberta Part-Time Grant cheque will be mailed directly to the student's home address.

If you have confirmed the student as 'No', the grant funding will be cancelled:

- If a student registers at a later date, they should reapply for funding on a new application.

## Alberta Part-time Grant Funding

### Notice of Withdrawal

When a student withdraws from part-time studies before the Academic Year End Date, contact Alberta Student Aid to have a Manual COR Worksheet emailed to your office.

- Email: [AE.COR-AB@gov.ab.ca](mailto:AE.COR-AB@gov.ab.ca)