

Confirmation of Registration (COR) Part-time

Instructions for Schools

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 (ECE) Portal (federal funding only)
- Completing the Mailing List for Alberta Part-time Grants (provincial funding only)

Completing Section 5 of the Part-Time Application

In addition to Part-Time Confirmation of Registration (which will occur once the application is processed), schools play a role in helping part-time students apply for funding by completing Section 5 of the Application for Financial Assistance for Part-Time Post-Secondary Studies available on the studentaid.alberta.ca website.

By providing course and program information in Section 5, you provide initial confirmation of the student's part-time program, dates and costs so the part-time application can be processed accurately.

When completing Section 5, you should particularly note:

Expected Percentage of a Full Course Load

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

List Course(s) for Current Study Period

If a student changes one or more courses after the part-time application is submitted, a correction should be sent to Alberta Student Aid to ensure accurate course information is on file.

- Scan and Email: AE.COR-AB@gov.ab.ca
- Fax: 780-415-0448

Confirming Enrolment using the 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 Dependants (CSG-PTDEP)
- Canada Student Grant for Students with Permanent Disabilities (CSG-PD)
- Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-PDSE)

An enrolment type (full-time or part-time) can be found in the grid view, or you can use the search feature which includes enrolment type as a search option.

For additional 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

The Confirmation of Enrolment – Schedule 2 is available for students and schools online [here](#).

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

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 in order for the funding to be released.

Alberta Student Aid will email the Confirmation of Registration for Part-Time Grant Funding worksheet 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 that 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 COR worksheet form by email to Alberta Student Aid Program Financial Support:

- AE.COR-AB@gov.ab.ca and CC a copy to the student.

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 the student registers at a later date, the student should reapply for funding on a new application.

Once the cheque has been mailed out to the student the Alberta Student Aid system will be updated with a comment.

Example: APTG/RTS mailed by IBM, May 24, 2020

If you have confirmed the student as 'No', the grant funding will be cancelled. If the student registers at a later date, the funding may be reinstated. If this is the case, contact the Client Resolution Unit.

- Phone 1-855-606-2096, option 4
Email CRU@gov.ab.ca

Requesting Tuition Remittance from Part-Time Loans and Grants

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

Tuition will be remitted from grants first, 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 prior to 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 through the Electronic Confirmation of Enrolment portal.

Alberta Part-time Grant Funding

You may email a list of students who have withdrawn to Alberta Student Aid. This list must include:

- Student's name
- Student's SIN (if known)
- Last date of part-time studies

Note: Do not email any information that contains a student's SIN.

Alberta Student Aid:

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