Manual Confirmation of Registration (COR)
Instructions for Schools | FAQ & Samples

Manual Confirmation of Registration

When to use:
- School has not signed the Access to Learner Information Agreement (ALIA), or
- School is located outside of Canada, or
- Student is concurrently enrolled.

Alberta Student Aid will provide a Manual Confirmation of Registration Worksheet to the student if they are attending a school that does not participate in automated COR, or if they are concurrently enrolled. The Confirmation of Registration Worksheet will be available for the student and school representative to view on the Alberta Student Aid System.

The student is instructed to have the Registrar’s Office (or equivalent) at their school complete the worksheet. The school must then return the worksheet to Alberta Student Aid so that funding can be issued.

The top section of the worksheet contains information about the student, their program, and the disbursement schedule (for information purposes only). The student and program information reflects what the student entered on their full-time student aid application; you will need to verify that this information is correct.

Steps to Completing Manual COR

1. Verify Student Identity

![Manual Confirmation of Registration Worksheet]

To verify the student’s identity, you should ensure there is an exact match between the school’s registration records and the worksheet information for one of the following combinations:

- Alberta Student Number (ASN) and Last Name, or
- ASN and Birthdate, or
- Last Name, Birthdate, and School Student ID, or
- Last Name, First Name, and Birthdate

If there is no exact match for one of those combinations, do not make changes to the student information on the worksheet. Instead, have the student correct their information before you confirm their registration:
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Manual Confirmation of Registration

Alberta Student Aid will provide a Manual Confirmation of Registration Worksheet to the student if they are attending a school that does not participate in automated COR, or if they are concurrently enrolled. Students can download the Confirmation of Registration Worksheet from their secure inbox in their Alberta Student Aid account.

The student is required to have the Registrar’s Office (or equivalent) at their school complete the worksheet. The worksheet must then be returned Alberta Student Aid so that funding can be issued.

The top section of the worksheet contains information about the student, their program, study period session dates and disbursement schedule (for information purposes only). The student and program information reflects what the student indicated on their full-time student aid application; you will need to verify that this information is correct.

Steps to Completing Manual COR

1. Verify Student Identity

To verify the student’s identity, you should ensure there is an exact match between the school’s registration records and the worksheet information for one of the following combinations:

- Alberta Student Number (ASN) and Last Name, or
- ASN and Birthdate, or
- Last Name, Birthdate, and School Student ID, or
- Last Name, First Name, and Birthdate

If there is no exact match for one of those combinations, do not make changes to the student information on the worksheet. Instead, have the student correct their information before you confirm their registration:

- If the error is in the school records, the student may update registration records at the school.
- If there was a submission error on the student’s funding application, the school official should advise the student to login to their Alberta Student Aid account and make the required changes to correct the information.
Once the information is corrected, a new worksheet will be issued to the student for resubmission.

2. **Verify Program Information**

   ![CONFIRMATION OF REGISTRATION WORKSHEET]

The next step is to verify that the program information on the worksheet matches the student's registration records at your school.

If the institution, session dates, or program information does not fall within the parameters described below, you should not make corrections on the worksheet. Instead, advise the student to login to their Alberta Student Aid account and make the necessary update to their application. Once the information is corrected, a new worksheet will be issued to the student for resubmission.

**Institution**

The name of the school must be correct.

**Program Session**

The program session dates must be within acceptable parameters. See chart below.

**Program and Specialization**

The program name and session dates must match your records. If you have an exact match, confirm as ‘Yes’. In some cases, if the program information is incorrect, the student’s eligibility for funding may be affected. The application must be corrected and a COR worksheet reissued before you can confirm as ‘Yes’.

For example, funding eligibility may be affected if:

- The program shown on the worksheet is a one-year program (including Open Studies) and the student’s correct program is a multi-year program, or vice-versa, or,

- The program shown on the worksheet is a graduate studies program, and the student’s correct program is an undergraduate program, or vice-versa.
Course Load
Only full-time students are issued a Manual Confirmation of Registration Worksheet. By indicating ‘Yes’ on the worksheet, you are confirming that the student is registered in at least:

- 60% of a full course load at a public school (or 40% of a full course load in the case of a student with a documented disability).
- 100% of a full course load at a private career college

Only designated post-secondary courses can be considered in the course load when determining if a student meets the requirements to be considered full-time.

If there is a discrepancy to one of the above, do not make changes to the student information on the worksheet. Instead, have the student login to their Alberta Student Aid account to correct their information before you confirm their registration:

- If the error is in the school records, the student may update registration records at the school.
- If there was a submission error on the student’s funding application, advise the student to login to their Alberta Student Aid account to make the required changes to the information.
- Once the information is corrected, a new worksheet will be issued to the student for resubmission.

Concurrent Enrolment
You should only confirm as ‘Yes’ if the student is registered at the school in the courses listed on the concurrent enrolment letter. The student should provide a copy of the concurrent enrolment letter issued by Alberta Student Aid along with the Manual Confirmation of Registration Worksheet so the school official can verify enrolment for the courses listed in the letter.

3. Confirm as Yes or No

After you have verified student identity, program information, session dates, and full-time status, you must then confirm the student as ‘Yes’ or ‘No’.

- ‘Yes’ means they are correctly registered in their full-time program.
- ‘No’ means the student is not, and will not, be registered as a full-time student for this study period. A ‘No’ response will cancel the student’s funding.

![Manual Confirmation of Registration Worksheet]

After you have verified student identity, program information, session dates, and full-time status, you must then confirm the student as ‘Yes’ or ‘No’.

- ‘Yes’ means they are correctly registered in their full-time program.
- ‘No’ means the student is not, and will not, be registered as a full-time student for this study period. A ‘No’ response will cancel the student’s funding.
Acceptable Parameters

If the COR worksheet session dates are inaccurate, you may still be able to confirm the student as ‘Yes’. Acceptable parameters occur when the program name matches your records, and session dates fall within the examples listed below.

Students must provide the correct start date and end date for their period of study. The start date and end date are used to determine the months for which a student is eligible to receive loan and/or grant funding. A student’s monthly costs and resources are calculated based on the start and end dates of the study period in which the student has applied for funding.

Start month:

- If full-time studies start between the 1st and the 15th of a month, the student’s calculation will include living allowance for that month.

- If full-time studies start on or after the 16th day of a month, the student’s calculation will not include living allowance for that month.

For example: if the student indicated a start date of September 12th and the correct start date is September 22nd, this falls outside of the parameters (original assessment included an additional month of living allowance eligibility where there should not be).

End month:

- If full-time studies end between the 1st and the 6th of a month, the student’s calculation will not include living allowance for that month.

- If full-time studies end on or after the 7th day of a month, the student’s calculation will include living allowance for that month.

For example: if the student indicated an end date of April 17th and the correct end date is April 3rd, this falls outside of the parameters (original assessment included an additional month of living allowance eligibility where there should not be).

Exception: If full-time studies are for less than one month, the student’s calculation will always include one month’s living allowance.

If the program name is NOT the same as what the student is registered in, or if the study dates fall OUTSIDE of the above acceptable parameters, the school official reviewing this worksheet should contact Alberta Student Aid directly.

If there is a discrepancy to one of the parameters above, do not make changes to the student information on the worksheet. Instead, have the student log into their Alberta Student Aid account to correct their information before you confirm their registration. Once the information is corrected, a new worksheet will be issued to the student for resubmission.

Confirming as a ‘No’

If you provide a ‘No’ response, you should provide a reason:

- **Withdrew**
  The student was registered full-time, but has now formally withdrawn from the school before the worksheet was completed.

- **Never Attended**
  The student was never registered full-time for this study period and does not intend to register, did not
commence their program on the start date indicated above, or has withdrawn or dropped to part-time studies within the first 30 days of the start date.

- **Dropped to Part-Time Studies**
  The student was previously registered as a full-time student, and has dropped to below 60% of a full course load (40% for a student with a documented disability or persistent/prolonged disability) before the worksheet was completed.

For ‘No’ responses, unless the student never attended, you should also provide the effective date. This will be the date on which the student ceased to be registered as a full-time student.

After selecting ‘Yes’ or ‘No’, the Authorized Official at the school must provide their name, title, email address phone number, signature and date signed. If available, the Authorized Official should also provide a school stamp. (If a stamp is not provided, Alberta Student Aid may contact the school at a later date to verify that the Authorized Official’s signature is valid).

**Amend Registration Section**
You should leave the Amend Registration section blank when first providing a response on a Manual Confirmation of Registration Worksheet. This section is only to be used if the student drops below full-time enrolment after the worksheet was originally completed. Further information about Withdrawal/Never attended can be found above under ‘Confirm as No’.

4. **Return the Worksheet**

Students must login to their personal Alberta Student Aid account and upload the completed worksheet through the secure [Upload eDocuments](#) feature.

The school official should retain a copy of the worksheet for administrative records. The copy can be used to report a withdrawal (using the Amend Registration section) if the student withdraws or drops below full-time enrolment prior to the session end date.

If you have further questions, school staff can contact the Client Resolution Unit:

- Phone: 1-855-606-2096, option 4 (school representatives only)
- Email: cru@gov.ab.ca

Students with questions about confirming enrolment can contact the Service Centre:

- Phone: 1-855-606-2096, option 1 (students only)
FAQ - Confirmation of Registration (COR) Worksheet for Schools

Why am I getting this worksheet?
You must confirm that this student is registered full-time at your school before Alberta Student Aid can release the student’s loan and/or grant funding.

What counts as ‘full-time’?
‘Full-time’ means that the student is registered in at least 60% of a full-time course load at your school (or 40%, in the case of a student with a permanent disability) during the Program Session indicated on the worksheet. If so, you can confirm the student as ‘Yes’. You may also confirm as ‘Yes’ if the student is concurrently enrolled at two or more schools.

What do I do if someone is not registered yet?
You do not need to send a response immediately. Once the student has registered (or once you know the student will not register), send the completed worksheet back to us.

When must I return the COR Worksheet?
To prevent delays for the student, you should return the COR worksheet as soon as possible.

Can I change the Studies Information section?
No. If you make changes to this section, we will likely cancel the student’s funding. There are certain cases (see Acceptable Parameters on reverse) when you can confirm as ‘Yes’ even when the studies information is slightly inaccurate. But if you are confirming as ‘Yes’, do not make changes to the studies information on the worksheet.

What happens if the student is only registered in one semester?
If the indicated Program Session is a study period of more than one semester but the student is only registered in one semester at this time, you may still confirm as ‘Yes’, unless you have reason to believe the student will not enroll in the subsequent semester(s). If the student ends up not registering in future semesters, complete the Amend Registration section of the worksheet to inform us.

When should I confirm the student as ‘No’?
You should confirm the student as ‘No’ if the student Never Attended (or will not attend) or Dropped to Part-Time Studies.

When do I complete the Confirmed as ‘No’ Effective Date field?
Complete this field when the student has withdrawn or dropped to part-time studies.

What is the Amend Registration section for?
This section is to be used only if you have previously confirmed the student as ‘Yes’, and later the student ceases to be registered full-time before the indicated Session End Date. Be sure to keep a copy of the COR worksheet on file in case you need to report a change in registration status.
Sample Manual COR letter

To Student Addressee

You have already been sent a Student Award Letter advising that you are eligible to receive student aid. You can review your award by logging into your Alberta Student Aid Account at studentaid.alberta.ca.

Your student aid cannot be issued to you until your school confirms you are a full-time student in the program and the session dates you provided on your student aid application. The completed Manual Confirmation of Registration Worksheet must be received by Alberta Student Aid no later than your session period end date.

For more information, direct the Registrar’s Office at your school to review the Manual COR Instructions – FAQ & Samples document in the Guides and Resources section at studentaid.alberta.ca.

Before you provide your worksheet to your school for authorization, make sure you are registered in a full-time course load and your personal information, program name, and session dates on the worksheet are correct. If any of this information is incorrect, you must login to your Alberta Student Aid account and make the necessary changes to your application. You will be issued a new Manual Confirmation of Registration Worksheet once your changes are processed.

Once we receive confirmation of your registration, we will issue your student aid according to the disbursement schedule and conditions outlined in your Student Award Letter.

Please note you are responsible to pay tuition to your school from your student aid. We cannot issue student aid directly to your school.

Alberta Student Aid Contact Information:

- 1 855-606-2096 (toll free from anywhere in North America)
- 1 855-306-2240 (TTY for the hearing impaired)
- Dial the international access code + 800-2-529-9242 (toll free outside North America)

COR Worksheet Sample

Determine if session dates match (see above). Do not update incorrect information on the worksheet. If information is wrong, ask the student to submit a Level I Request for reconsideration form so that a new worksheet can be created.

Confirm as ‘Yes’ or ‘No’. A ‘No’ response will cancel the student’s application.

Only complete the Amend Registration section (not fully shown here) if the student drops below full-time enrollment during the study period.

The concurrent enrolment field will only appear if the student indicates they are attending part-time at multiple schools to qualify for full-time funding.

Confirm ‘Yes’ for these students ONLY if you have received a letter of concurrent enrolment from Alberta Student Aid.

All information here must be completed by an authorized official at the school.

Return completed worksheet as soon as possible.

Student’s disbursement schedule, for informational purposes only.