

## Student Aid Options for Part-Time Post-Secondary Students

### Eligibility Requirements for Part-Time Loans and Grants:

- You must be a resident of Alberta. This means that:
  - Alberta is the last province you have lived in for 12 consecutive months without being a full-time post-secondary student, or
  - You are living in Alberta and have **never lived in any** Canadian province for 12 months in a row. In this case, submit a Residency Resumé ([studentaid.alberta.ca](http://studentaid.alberta.ca)) and/or a letter to explain your residency situation.
- You must demonstrate financial need.
- Eligibility for student aid is determined by using an income threshold table based on line 150 of you and your spouse's/ partner's (if applicable) income tax return or the Expected Reduced Yearly Income. Your family income must be **less than** the amounts listed in the charts on Pages B and C.
- Any federal or provincial loans you have must be in good standing.
- If you are in default on your Canada Apprentice Loan, you are not eligible to receive further student financial assistance until your restriction is removed.
- Courses must be part of an approved program of study and taken for credit.

### Tips to Complete Your Application

- All \$ amounts must be submitted in Canadian dollars.
- Apply at least 4–6 weeks before your course(s) start.
- Ensure Alberta Student Aid receives this application at least 30 days before this application's session end date.
- Part-time student aid is intended to help cover the cost of tuition, books, travel, and daycare (if applicable).
- If you have received previous part-time student aid, you must successfully complete all previously funded courses to receive student aid on a subsequent application.
- Section 5 of this application must be completed and signed by your educational institution.

**Gender:** Choose X if you do not identify as male or female, or choose to self-identify as X.

**Important Notice** - If you have Alberta Student Loans, have your educational institution complete a Confirmation of Registration (Form B) form to reinstate your loans to interest free status.

### For All Student Aid Inquiries Call the Alberta Student Aid Service Centre:

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

You may be asked to provide your Social Insurance Number, Alberta Student Number (ASN), and/or School Identification Number. Please have these numbers available for reference.

If you do not know your ASN, or do not have an ASN, go to: [learnerregistry.ae.alberta.ca](http://learnerregistry.ae.alberta.ca)

You can also call toll-free in Alberta at 310-0000 to have a Request for Alberta Student Number form mailed to you. Due to privacy issues, ASN's will not be given over the phone.

#### For further assistance:

- Contact the Financial Aid Office at the school you plan to attend
- [studentaid.alberta.ca](http://studentaid.alberta.ca)

### Upload or Mail Your Form

#### Send documents electronically

1. Visit [studentaid.alberta.ca](http://studentaid.alberta.ca)
  2. Sign in to your account
  3. Submit securely using Upload Electronic Document(s)
- For assistance: eDoc Upload FAQs

#### Mailing Address

ALBERTA STUDENT AID  
PO BOX 28000 STN MAIN  
EDMONTON AB T5J 4R4

**In the Charts Below**

- Family size means you, your spouse/partner, and your dependent children (if applicable).
- If your family income last year was higher than the amounts listed in the charts but is now lower, you may provide an explanation of your situation and documentation of your current income.

**Alberta Part-Time Grant\***

\*You must be attending an educational institution in Alberta.

Note: A student cannot receive the Alberta Part-Time Grant and the Canada Student Grant for Part-Time Studies for the same study period.

- Students attending a post-secondary institution may be eligible for up to **\$600 per semester**.
- The maximum grant funding available for one calendar year is \$1,800.
- To be eligible, family income (Line 150 of 2018 income tax form(s)) must be **equal to or below** the Income Threshold in the chart below.

Family Size	1	2	3	4	5	6	7 or more
Income Threshold	\$48,547	\$67,966	\$81,464	\$91,032	\$98,465	\$104,532	\$109,663

**Part-Time Canada Student Loan\***

\*Your part-time Canada Student Loan balance cannot exceed \$10,000 at any time.

**Additional Eligibility Criteria to receive the maximum of \$10,000**

- Must be enrolled in 20-59% of a full-time course load.
- To be eligible, family income (Line 150 of 2018 income tax form(s) or Expected Reduced Yearly Income) must be **below** the Income Threshold in the chart below.

Family Size	1	2	3	4	5	6	7 or more
Income Threshold	\$64,061	\$89,595	\$106,890	\$117,490	\$127,292	\$136,611	\$144,650

**Canada Student Grant for Part-Time Studies****Additional Eligibility Criteria to receive up to a maximum of \$1,800 annually in grant funding**

- The student must be enrolled in 20-59% of a full-time course load.
- The amount of the grant is based on family income (Line 150 of 2018 income tax form(s) or Expected Reduced Yearly Income) and family size.
- To be eligible for the maximum grant amount, family income must be **equal to or below** the amount in column (A).
- The amount of the grant gradually decreases as income increases, with the rate of reduction varying by family size. Eligibility for the grant is cut-off when family income is **equal to or greater than** the amount in column (B).

<b>Income Threshold Chart (CAD\$)</b> <b>Canada Student Grant for Part-time Studies</b>		
<b>Family Size</b>	<b>(A) Family income* threshold to receive maximum grant amount</b>	<b>(B) Family income* threshold at which eligibility for the grant is cut-off</b>
1 person	\$31,243	\$62,756
2 persons	\$44,184	\$87,789
3 persons	\$54,114	\$104,790
4 persons	\$62,485	\$115,302
5 persons	\$69,861	\$125,008
6 persons	\$76,529	\$134,221
7 persons or more	\$82,660	\$142,184
* Family income from Line 150 of 2018 income tax form(s) or from the Expected Reduced Yearly Income field on the application.		

## Canada Student Grant for Part-time Students with Dependants

### Additional Eligibility Criteria to receive up to a maximum of \$1,920 annually in grant funding

- The student must be enrolled in 20-59% of a full-time course load.
- Students with 1 or 2 dependants may receive up to \$40 per week; students with 3 or more dependants may receive up to \$60 per week. The maximum grant amount is \$1,920 regardless of family size.
- The grant is for students with dependent children between 0 to 11 years of age who are living with the student and for whom the student and/or their spouse/partner are legally responsible.
- The grant is also available for students with dependent children with a permanent disability between 12 to 18 years of age, and individuals over 18 years of age with a permanent disability who are wholly dependent on the student.
- The amount of the grant is based on family income (Line 150 of 2018 income tax form(s) or Expected Reduced Yearly Income) and family size.
- To be eligible for the maximum weekly grant amount, family income must be **equal to or below** the amount in column (A).
- The weekly grant amount gradually decreases as income increases, with the rate of reduction varying by family size. Eligibility for the grant is cut-off when family income is **equal to or greater than** the amount in column (B)

Income Threshold Chart (CAD\$)		
Canada Student Grant for Part-time Students with Dependants		
Family Size	(A) Family income* threshold to receive maximum grant amount	(B) Family income* threshold at which eligibility for the grant is cut-off
2 persons	\$44,184	\$87,789
3 persons	\$54,114	\$104,790
4 persons	\$62,485	\$115,302
5 persons	\$69,861	\$125,008
6 persons	\$76,529	\$134,221
7 persons or more	\$82,660	\$142,184
* Family income from Line 150 of 2018 income tax form(s) or from the Expected Reduced Yearly Income field on the application.		

## Canada Student Grant for Persons with Permanent Disabilities

### Additional Eligibility Criteria

The student must:

- have part-time Canada Student Loan eligibility, e.g. family income is below the Income Threshold for part-time Canada Student Loans
- be a person with a permanent disability as defined by the Canada Student Loan Program
- provide acceptable documentation of permanent disability as required by the Canada Student Loan Program
- complete a Schedule 4 the first time they are applying as a student with a documented permanent disability. The Disability Advisor/Reviewer at the school may be authorized to sign Schedule 4. Check with the Advisor/Reviewer first for assistance and further instructions.
- To be eligible, family income (Line 150 of 2018 income tax form(s) or Expected Reduced Yearly Income) must be **below** the Income Threshold in the chart below.

Family Size	1	2	3	4	5	6	7 or more
Income Threshold	\$64,061	\$89,595	\$106,890	\$117,490	\$127,292	\$136,611	\$144,650

## Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities

### Additional Eligibility Criteria

The student must:

- have part-time Canada Student Loan eligibility, e.g. family income is below the Income Threshold for part-time Canada Student Loans
- have a need for exceptional education-related services or equipment required to participate in post-secondary studies
- provide acceptable documentation of permanent disability as required by the Canada Student Loan Program
- complete a Schedule 4 for each year they apply for student aid. The Disability Advisor/Reviewer at the school may be authorized to sign Schedule 4. Check with the Advisor/Reviewer first for assistance and further instructions.
- To be eligible, family income (Line 150 of 2018 income tax form(s) or Expected Reduced Yearly Income) must be **below** the Income Threshold in the chart below.

Family Size	1	2	3	4	5	6	7 or more
Income Threshold	\$64,061	\$89,595	\$106,890	\$117,490	\$127,292	\$136,611	\$144,650

# Application for Financial Assistance For Part-Time Post-Secondary Studies 2019/2020

**19/20 P**

(Taking less than 60% of a Full Course Load)

- Alberta Student Aid must receive this application at least **30 days** before this application's session end date.
- **To complete a fillable form:** 1. Save to your desktop. 2. Complete form. 3. Save final. Check, then submit. Never complete in a browser.

## Section 1 - Personal Information

Last Name (current legal name)

First Name (current legal name)

Middle Initial

If you have changed your name since you last applied, provide legal documentation.

Apartment or Box Number

Street Address (add direction, e.g. S, NW, SE, if applicable)

City/Town

Prov/State

Country

Postal/Zip Code




Mobile Number (format: 999-999-9999) to receive text messages

Telephone Number (format: 999-999-9999)

Email Address (mandatory)

Citizenship Status: (check one)

(Students with a study permit are not eligible for funding from Alberta Student Aid)

- Canadian
- Permanent Resident
- Protected Person\* (see explanation on bottom right)

Have you lived in Alberta all your life?  Yes  No

If no, is Alberta the last province you have lived in for 12 consecutive months without being a full-time post-secondary student?  Yes  No

**The following question is optional. Your answer will not affect your eligibility for funding.** If you wish to declare your Canadian Indigenous heritage as indicated under Section 35 of the *Constitution Act, 1982*, check the box that applies to you. Advanced Education uses the information about Canadian First Nations, Métis, and Inuit students to measure the effectiveness of programs and to research ways to improve Indigenous student success rates.

- Status Indian/First Nations  Métis
- Non-Status Indian/First Nations  Inuit

Social Insurance Number (SIN)

Gender  Male  Female  X (see Page A)

Birthdate

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Marital Status: (check one)

(for definition of dependent children, see Section 3)

- Single (no dependent children)
- Single (with dependent children)
- Separated/Divorced/Widowed (no dependent children)
- Separated/Divorced/Widowed (with dependent children)
- Married
- Common Law

You are considered to have a common law partner if:

- you and an individual have lived together in a conjugal relationship continuously for the past one year, or
- you have declared an individual to have a status equivalent to that of your common law partner under any law of Alberta or of Canada, or
- you and an individual are living together in a conjugal relationship where there are one or more children of the relationship by birth or adoption.

Maiden Name (if applicable)

Date completed/last attended regular High School (excludes upgrading)

Month	Year
<input type="text"/>	<input type="text"/>

Alberta Student Number (mandatory)  
(go to [learnerregistry.ae.alberta.ca](http://learnerregistry.ae.alberta.ca))

\*Students who are Protected Persons, including Convention Refugees, may be eligible for student aid. You must submit:

- A copy of your Social Insurance Number card or letter
- AND** a copy of **one** of the following:
- Notice of Decision, or
  - Verification of Status Document (VOS)

These documents must be valid at the start of your current study period.

**Section 2 - Emergency Contact Information**

Alberta Student Aid will contact the person below to obtain your new address, phone number or email address if unable to contact you using the information you provided on page 1.

Last Name <input type="text"/>	City/Town <input type="text"/>
First Name <input type="text"/>	Prov/State <input type="text"/>
Middle Initial <input type="text"/>	Country <input type="text"/>
Apartment or Box Number <input type="text"/>	Postal/Zip Code <input type="text"/>
Street Address <input type="text"/>	Telephone Number (format: 999-999-9999) <input type="text"/>
	Relationship to You <input type="text"/>

**Section 3 - Dependents**

**Dependent children mean those children who are living with you and for whom you and/or your spouse/partner are legally responsible.**

Number of dependent children between 0–11 years of age

Number of dependent children between 12–18 years of age

- How many of these dependant(s) have a permanent disability, aged 12 to 18\*?   
 \*Provide documentation of care required for your dependant with a permanent disability.

Number of individuals over 18 years of age who are wholly dependent on you and/or your spouse/partner, as reported on your tax return(s)

- How many of the individuals over 18 years of age who are wholly dependent on you have a permanent disability?   
 \*Provide documentation of care required for the individuals with a permanent disability.

How much is your monthly childcare cost (after subsidy) for those children 11 years old or younger, and/or children 12 – 18 who have a permanent disability? \$

**Section 4 - Income and Resource Information Before Starting School**

To be completed by the applicant and the applicant's spouse/partner

Enter Applicant's Total Income from Line 150 of 2018 tax return	\$ <input type="text"/>
Enter Applicant's Expected Reduced Yearly Income (Enter if income in the current year is expected to be lower than Total Income from Line 150 above.)	\$ <input type="text"/>
Enter Spouse's/Partner's Total Income from Line 150 of 2018 tax return	\$ <input type="text"/>
Enter Spouse's/Partner's Expected Reduced Yearly Income (Enter if income in the current year is expected to be lower than Total Income from Line 150 above.)	\$ <input type="text"/>

**The amounts entered for Total Income and Expected Reduced Yearly Income by the Applicant and their Spouse/ Partner affects grant eligibility. If a change to these amounts is submitted after any portion of funding has been paid, grant eligibility will not be reassessed.**

Spouse's/Partner's Social Insurance Number

Date spouse/partner completed/last attended regular High School

Month	Year
<input type="text"/>	<input type="text"/>

- Has the Applicant's spouse/partner lived in Alberta all their life?  Yes  No
- If no, is Alberta the last province the Applicant's spouse/partner has lived in for 12 consecutive months without being a full-time student?  Yes  No
- Is the Applicant currently receiving Assured Income for the Severely Handicapped (AISH) ?  Yes  No
- Is the Applicant currently receiving Income Support?  Yes  No

**Section 5 - To be completed by the Awards Officer or Registrar's Office or representative of your school**

**Important Notice** - If you have Alberta Student Loans, have your educational institution complete a Confirmation of Registration (Form B) form to reinstate your loans to interest free status.

What is the student's expected PERCENTAGE of a full course load?   %

**Educational Institution Information**

Name of School

City/Town

Prov/State Country



Campus Name (if not attending main campus)

Program

**Program Outcome**

Certificate  Diploma  Degree  Degree – Master's  Degree – Doctoral

**Note:** This application for student aid can cover part-time studies for up to 12 months, however, if the student is enrolled in more than one course and there is a 30 day gap between courses, the student must apply for student aid on a separate application.

Is the student enrolled in a correspondence/e-learning/distance study course(s)?  Yes  No

School Student ID Number

Alberta Student Number

**Start**

Study Dates

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**End (include final exam dates)**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**School Stamp**

Program Information

No. of Courses	*Tuition and/or Fees	*Book/Supply Costs (Includes Rentals)
<input type="text"/>	<input type="text"/>	<input type="text"/>

*\*Round to the nearest dollar*

**List Course(s) for Current Study Period (mandatory)** Only list courses for which the student will receive credit.

If more than four courses, attach the information separately.

Course Name & Number	Tuition and/or Fees	Book/Supply Costs	Course Previously Taken Part-Time (Y/N)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have any of the courses listed above been taken previously by the student?  Yes  No

Signature of School Official

Title of School Official

Today's Date



Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name of School Official

Direct Telephone Number (format: 999-999-9999)



Email Address

**Section 6 - Additional Information Required**

Do you want to be considered for a Part-time Canada Student Loan?  Yes  No

Have you received a Part-time Canada Student Loan from a province other than Alberta?  Yes  No

I have defaulted on my previous Full-time or Part-time Canada Student Loan and/or Canada Apprentice Loan (CAL)

Yes  No  Not Applicable

- If yes, you are not eligible to receive further student aid until your loans are brought up to date.

Are you a student with a permanent disability?  Yes  No

- \*If yes, and you have previously provided documentation to confirm your permanent disability, you do not have to submit more documents with this application.
- If yes, you may qualify for the Canada Student Grant for Persons with Permanent Disabilities.
- If yes, and you require assistive services or equipment, you may qualify for the Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities.
- To apply for either federal grant, you must complete a Schedule 4. For assistance or more information, see the Disability Advisor/Reviewer at your school.

**Section 6A - Requested Need - You can enter an amount below or, if you leave it blank, a calculation will be done**

Total Part-time assistance requested \$

**NOTE:** This student aid is intended to help cover the cost of tuition, books, travel and daycare (if applicable).

**Section 7 - Applicant Consent and Declaration**

Advanced Education is collecting this personal information under the authority of sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) to determine and verify your eligibility for financial assistance, to administer (including research, statistical analysis, and evaluations) and to enforce student financial assistance programs in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).

If you have any questions about the collection, use or disclosure of this information, call the Alberta Student Aid Service Centre toll free at 1-855-606-2096 from anywhere in North America. You can also mail your questions to Alberta Student Aid, Privacy Officer, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.

**I declare that:**

- the information provided by me in this Application, and all applicable schedules, is true and complete, including all financial information, and I understand that the information that I have provided is subject to review and assessment by the Minister of Advanced Education in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*.
- I will use any financial assistance awarded to me towards the cost of my education.
- I have not applied to another province or territory for student financial assistance for the same period for which I am applying for funding in this Application.

**I agree to:**

- provide information or documents as requested by Advanced Education to verify any statements made in this Application.
- immediately notify Advanced Education in writing of any change in my address, marital or common law partner status, financial circumstances, academic status or study period.
- repay my loan in full.

**I understand that:**

- I may be required to immediately repay any financial assistance I receive if there are any changes to my financial circumstances, marital or common law partner status, academic status or study period.
- I may be denied financial assistance if I fail to notify Advanced Education in writing of any change in my financial circumstances, marital or common law partner status, academic status or study period, or fail to provide documents or information as requested by Advanced Education to verify statements made in this Application.
- if I make a false or misleading statement in this Application, or fail to disclose information as requested by Advanced Education, I may be denied financial assistance, and/or required to immediately repay all financial assistance received, and/or subject to criminal prosecution.
- I am not entitled to apply for or receive financial assistance from another province or territory for the same period of time that I am getting financial assistance from Advanced Education.
- failure to disclose information or provide updated information as requested by Advanced Education may constitute the making of a false or misleading statement.
- Advanced Education has the right to recover benefits I receive which I am not entitled to, including any benefits received due to administrative errors.

**Applicant Consent and Declaration continues on Page 5**

**Signatures Required on Page 5**

**Section 7 - Applicant Consent and Declaration - Continued from page 4**

**If I receive financial assistance, I acknowledge the authority of, and where a consent is required hereby irrevocably authorize the Minister to disclose and exchange my personal information with:**

- the Government of Canada, the National Student Loans Service Centre, any provincial or territorial government department or agency, any lending institution where I may have a student loan, any educational institution or credit bureau for any purpose related to the verification of information provided by me and for administration and enforcement related to student financial assistance programs;
- Employment and Social Development Canada through the Social Insurance Registry to verify my Social Insurance Number, name, date of birth, and gender solely to confirm identification for the purpose of financial assistance;
- Alberta Community and Social Services and Alberta Labour to operate and administer financial assistance programs, including determining my eligibility, and the eligibility of my spouse/partner, for financial assistance;
- any of the following: lending institutions; credit bureaus; the educational institution(s) named in the Application; and any third party authorized to collect a debt owed to Her Majesty the Queen in right of Alberta, in each case for any purpose relating to administration, enforcement or collection related to student financial assistance programs;
- federal government departments or agencies or the educational institution(s) named in the Application to conduct research, statistical analysis, and evaluations related to student financial assistance programs.

I have read, understood, and agree to be bound by all of the consents and declarations contained within pages 4 and 5 of this Application.

**Applicant Signature (must be original, handwritten signature)**

**Today's Date**

X DIGITAL OR ELECTRONIC SIGNATURE NOT ACCEPTED	Day	Month	Year	

**Alberta Student Number (mandatory)** (go to [learnerregistry.ae.alberta.ca](http://learnerregistry.ae.alberta.ca))

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**Section 8 - Spouse/Partner Declaration**

Advanced Education is collecting this personal information under the authority of sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIP") to determine and verify the Applicant's eligibility for financial assistance, to administer (including research, statistical analysis, and evaluations) and to enforce student financial assistance programs in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with FOIP.

If you have any questions about the collection, use or disclosure of this information, call the Alberta Student Aid Service Centre toll free at 1-855-606-2096 from anywhere in North America. You can also mail your questions to Alberta Student Aid, Privacy Officer, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.

The personal information may be disclosed to:

- federal, provincial or territorial government departments or agencies or educational institutions named in this Application, to verify information the Applicant provided, determine the eligibility of the Applicant for financial assistance and to administer student financial assistance programs.
- the federal government for use in research, statistical analysis and evaluations related to student financial assistance programs.
- Alberta Community and Social Services and Alberta Labour to operate and administer financial assistance programs,
- including your eligibility, and the eligibility of the Applicant, for financial assistance.
- any lending institution or credit bureau to verify any information the Applicant provided, to determine the eligibility of the Applicant for financial assistance and to administer student financial assistance programs.
- the Applicant for the purposes of determining and verifying the Applicant's eligibility for financial assistance.

**Spouse/Partner Declaration**

- I declare that my personal information included on this form is true and complete.

**Signature of Spouse/Partner (must be original, handwritten signature)**

**Today's Date**

X DIGITAL OR ELECTRONIC SIGNATURE NOT ACCEPTED	Day	Month	Year	

**Upload or Mail Your Form****Send documents electronically**

- Visit [studentaid.alberta.ca](http://studentaid.alberta.ca)
  - Sign in to your account
  - Submit securely using Upload Electronic Document(s)
- For assistance: eDoc Upload FAQs

**Mailing Address**

ALBERTA STUDENT AID  
PO BOX 28000 STN MAIN  
EDMONTON AB T5J 4R4