Confirmation of Registration (COR)

Tip Sheet for Schools

This information is to be used by schools to confirm Alberta students as either 'Yes' or 'No' on the Confirmation of Registration (COR) screens using the Alberta Student Aid System, or Manual COR Worksheets.

Acceptable Study Information to Confirm as 'Yes'

The questions to ask when confirming a student's eligibility for funding are:

- Can you correctly verify the student's identity in the Alberta Student Aid System?
- Do the Session Dates and Program Name/Costs match the school's registration records?

Use the following steps to confirm student registration:

1. **Verify Student Identity**

   First confirm whether the student's personal information (name, birthdate, SIN/ASN) is entered correctly in the Alberta Student Aid System. You cannot confirm as either 'Yes' or 'No' if the student's personal information is incorrect.

   When the student's personal information is incorrect, the student must submit a Level I: Request for Reconsideration to update their personal information. Advise the student to read the Request a review of your account information on the Alberta Student Aid website before they submit a Level I: Request for Reconsideration through their Alberta Student Aid account.

2. **Verify Session Dates and Program Name/Costs**

   After verifying the student's identity, check whether the session dates and program name/costs match your registration records. In most cases, you will require an exact match. If all of the information is an exact match, you can go ahead and confirm as 'Yes'.

Not an Exact Match

When the student's session dates and/or program name/costs do not exactly match your registration records, you can still confirm as 'Yes' if the Session Dates fall within acceptable parameters (see below for details) and the Program Name is correct.

If the program name is NOT the same as 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. You can advise the student the original award will be cancelled, and a new application will be created and processed, based on the new study period information provided to us directly by the school official. Within 10 business days, the new award will be created, and you will receive a new COR Worksheet to sign and return.

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Acceptable Parameters - Session Dates

Student eligibility for funding partially depends on the number of months considered on their application. Funding is not affected by variations to session dates when the student ends up being funded for the same number of months as you see on the COR screens.

To determine if new study date information is acceptable, first look at which months are currently being funded, and then check whether the same months will end up being funded given the new dates.

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.

The following guidelines should be applied:

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.

Multiple Semesters

- Alberta Student Aid allows students to apply for funding for more than one semester per application. If the session dates on the student application covers multiple semesters (student is only currently registered in Semester 1 courses), you may confirm as 'Yes'.
- This scenario assumes the student will register later in Semesters 2 and 3 courses. Ensure you report the student as withdrawn if they do not register in future semesters for which they have been confirmed as 'Yes.'

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Changes to Registration

If you confirm as ‘No,’ the student’s funding will be cancelled. A ‘No’ response should be submitted only when the student does not register as a full-time student at your school.

Making Changes

Students should update any incorrect information that does not fall within acceptable COR parameters by submitting a Level I: Request for Reconsideration. A new COR request or Manual COR worksheet will be created after the student’s application is updated.

Questions?

For assistance on how to apply Confirmation of Registration rules, contact:

- Alberta Student Aid Service Centre
  Phone: 1-855-606-2096, Option 4

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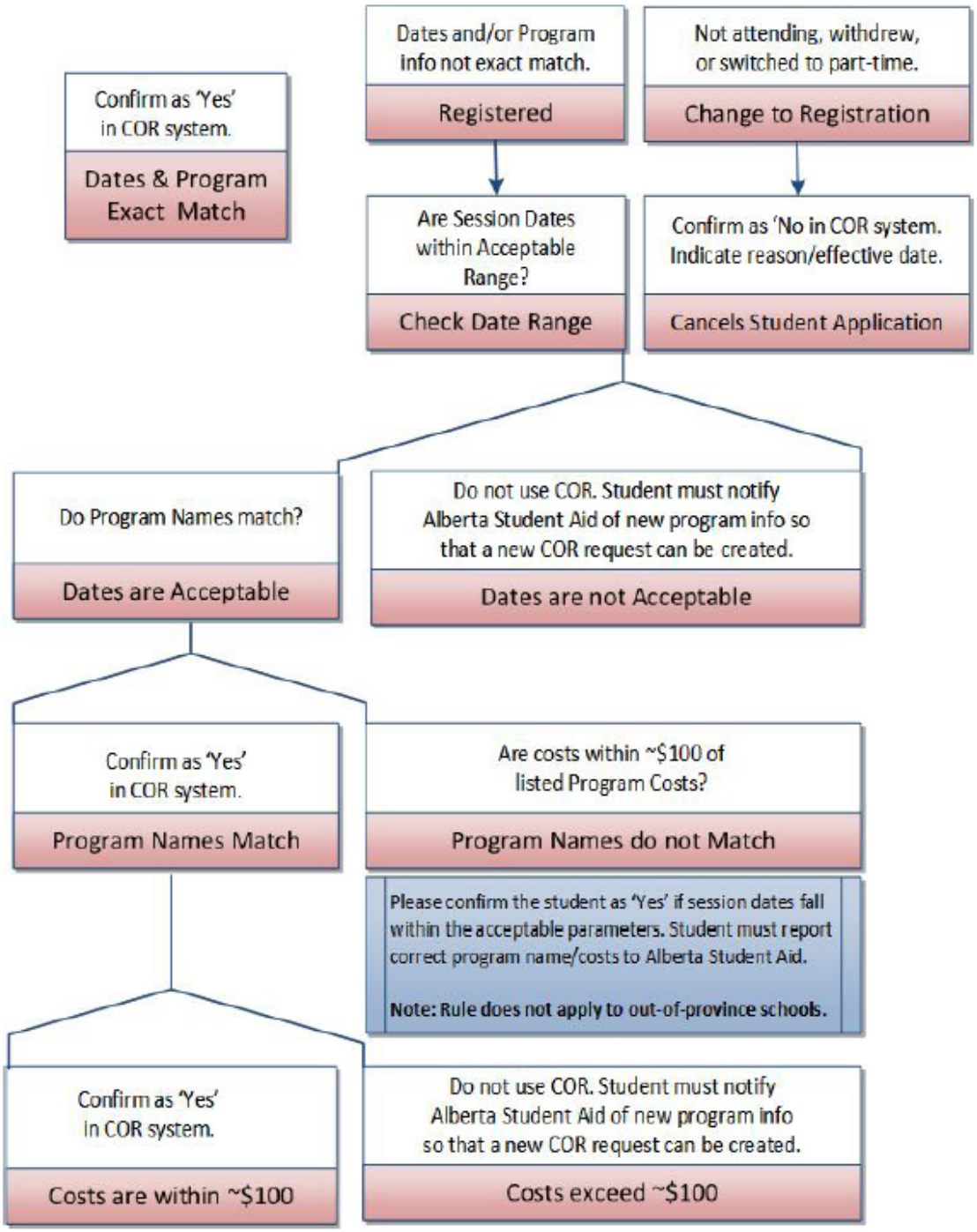
Process Chart for Confirming Registration Using COR



Note: Some program switches such as making changes within an Open Studies program or moving between undergraduate and graduate programs can affect student eligibility for funding. If you have already confirmed as 'Yes' and the Program Name does not match, have the student submit a Level 1: Request for Reconsideration.

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