

To be used by schools to confirm Alberta students as either Yes/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, birth date, SIN/ASN) is entered correctly in the Alberta Student Aid System. You cannot confirm as either Yes/No when the student's personal information is incorrect.

If the student's personal information is incorrect, the student must submit a Level I: Request for Reconsideration in order to update their personal information. Advise the student to read the Request for Review section of the Student Aid website before submitting a Level I: Request for Reconsideration electronically through the Alberta Student Aid System:

- [Login](#)

2. Verify Session Dates & 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 require an exact match. If all of the information is an exact match, you can 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, there are still a few circumstances under which you can confirm as 'Yes'.

These circumstances occur either when the:

- Session Dates fall within acceptable parameters (see below for details) and 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.

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.

The following guidelines should be applied:

| Acceptable Parameters – Funded | | Unacceptable Parameters - Not Funded | |
|--|--|---|--|
| Start Date falls in the first 15 days of the month | End Date falls on the 7th day of the month, or later | Start Date falls on the 16th day of the month, or later | End Date falls on or before the 6th day of the month |

Examples:

- Start Date is September 9 - the student is funded for the month of September.
- Start Date is September 18 - the student is not funded for the month of September.
- End Date is April 12 - the student is funded for the month of April.
- End Date is April 3 - the student is not funded for the month of April.

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 on in Semesters 2 and 3 courses. (if applicable). Ensure you report the student as withdrawn if they do not register in future semesters for which they have been confirmed as 'Yes.'

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

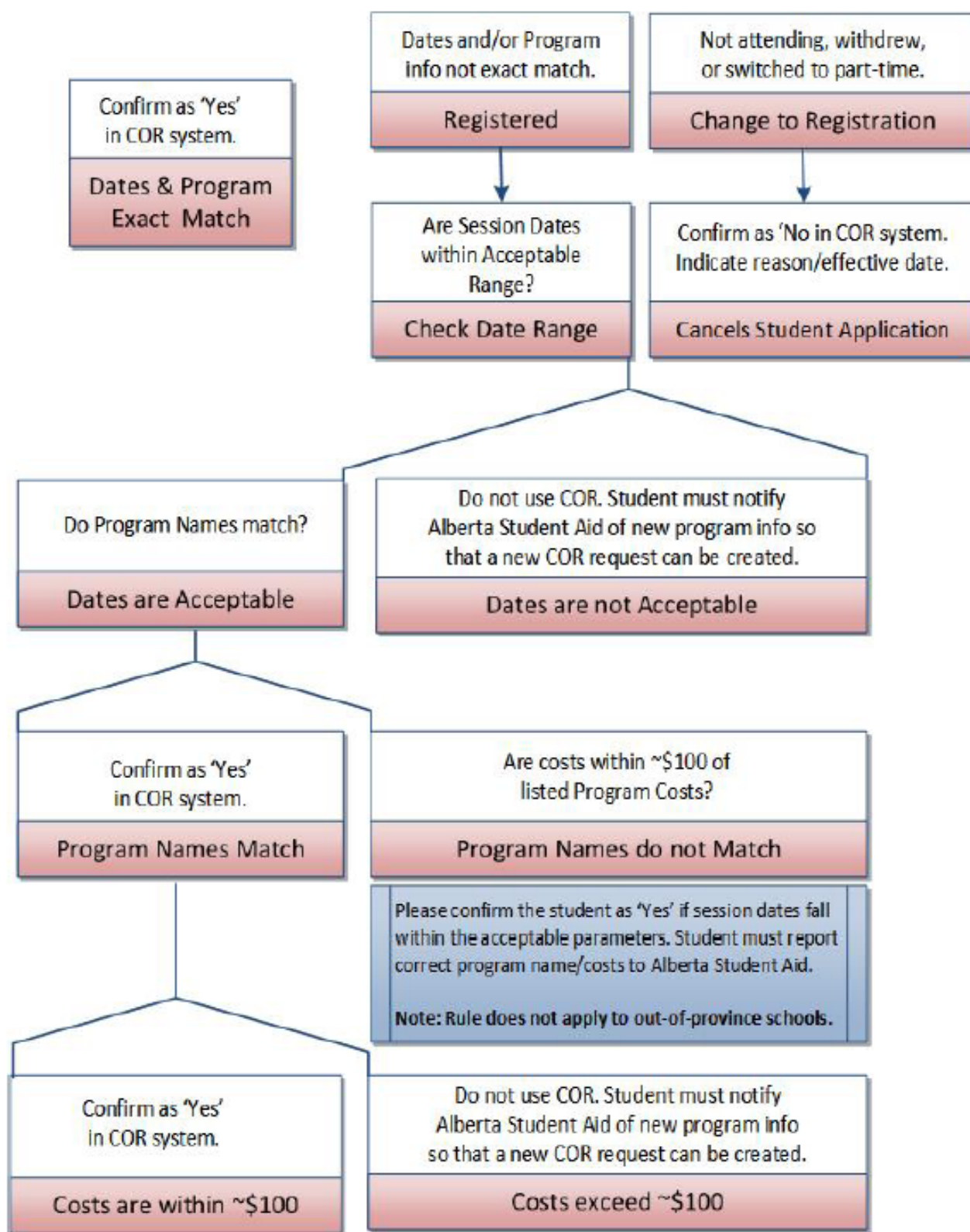
Students should update any incorrect information that does not fall within acceptable COR parameters by submitting a Level I: Request for Reconsideration. A new COR request or Manual COR worksheet will be created after the student's application is updated.

Questions?

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

Alberta Student Aid Service Centre at 1-855-606-2096 and |Option 4.

Process Chart for Confirming 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.