

## Change of Circumstance Form for Post-Secondary Studies

Use this Change of Circumstance Form to provide Students Finance with additional information or to change or clarify the information that you provided on your original application for Financial Assistance.

### Tips for Completing this Form

- 1) If your **name or marital status has changed**, you **must** attach a copy of the appropriate document(s):
  - Legal Name Change document
  - Marriage Certificate
  - Statutory Declaration
  - Driver's License
  - Divorce or Separation papers
  - Birth Certificate
  - Immigration papers
  - Passport
- 2) If your **parent(s) information has changed**, your parent(s) must complete and sign the attached Schedule 1, or provide a signed letter explaining the changes.
- 3) If your **marital status has changed** to married or common law, your spouse/partner must complete and sign the attached Schedule 2. If your **spouse/partner's information has changed**, they must provide a signed letter explaining the changes.
- 4) Complete the **Dependent Children Information** section if your total number of dependants has changed. You must provide a copy of the Legal Guardian or Adoption documents (if applicable).
- 5) Complete the **Budget While in School** section if your expenses or income has changed. Indicate only the items that have changed and the effective date of the change. Include copies of supporting documents (e.g. rent receipts, medical receipts, pay stubs, etc.).
- 6) If you have a **one time expense**, indicate the amount and reason on page 3. Include copies of receipts (e.g. dental, optical, etc.).
- 7) **If your change of circumstance is not budget related**, describe your situation on page 3 and provide supporting documentation.

**If you are submitting original documents or receipts, make copies for your records as these documents and receipts will not be returned.**

### Instructions for Submitting this Form

Please make sure that all relevant documents are enclosed with this form.

**Mail your form to: Students Finance, PO Box 28000 STN MAIN, EDMONTON AB T5J 4R4**

#### For information:

- Contact the Awards Officer at the school you plan to attend
- Visit [alis.alberta.ca/studentsfinance](http://alis.alberta.ca/studentsfinance)
- Contact the Student Funding Contact Centre:
  - phone: in Edmonton 780-427-3722, or toll free in Canada 1-800-222-6485
  - e-mail: use the secure e-Contact available on [alis.alberta.ca/econtact](http://alis.alberta.ca/econtact)
- Visit your nearest Alberta Service Centre or Canada-Alberta Service Centre (**See Page B**)

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

### Student Financial Assistance Appeal Committee

Your Change of Circumstance Form will be carefully reviewed. If you are not satisfied with the outcome of the review, you may request that your file be forwarded to the **Appeal Committee**. The public members of the Appeal Committee are appointed by the Minister of Advanced Education and Technology and include student representatives. For more information on the appeal process, visit [alis.alberta.ca](http://alis.alberta.ca) or refer to Quick Tips.

***For all student funding inquiries call the Student Funding Contact Centre:  
In Edmonton 780-427-3722 or toll free in Canada 1-800-222-6485***

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 yet have an ASN, search for "Alberta Student Number" at [education.alberta.ca](http://education.alberta.ca) and enter the Learner Registry. 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 your school
- Visit [alis.alberta.ca/studentsfinance](http://alis.alberta.ca/studentsfinance)
- Discuss your application in-person at an Alberta Employment and Immigration and Canada-Alberta Service Centre location (see list below). An appointment may be required. To make an appointment contact a specific location. For more information go to [alis.alberta.ca/lmic](http://alis.alberta.ca/lmic).

<p><b>Athabasca</b> 3rd floor, Duniece Centre 4810 50 Street</p> <p><b>Barrhead</b> Provincial Building 6203 49 Street</p> <p><b>Bonnyville</b> New Park Place 5201 44 Street</p> <p><b>Brooks</b> Suite 200 600 Cassils Road East</p> <p><b>Calgary - Bow Corridor/Canmore</b> 3rd Floor Provincial Building 800 Railway Avenue Canmore</p> <p><b>Calgary - Century Park Place (Central)</b> 5th floor, Century Park Place 855 8 Avenue SW</p> <p><b>Calgary - Fisher Park (South)</b> 100 Fisher Park II 6712 Fisher Street SE</p> <p><b>Calgary - 10th and 10th (Central)</b> 3rd floor 1021 10 Avenue SW</p> <p><b>Calgary - Marlborough Mall (East)</b> 1502, 515 Marlborough Way NE</p> <p><b>Calgary - One Executive Place (North)</b> Main Floor 1816 Crowchild Trail NW</p>	<p><b>Calgary - Radisson Centre (East)</b> Main floor 525 28 Street SE</p> <p><b>Camrose</b> 3rd floor, Gemini Centre 6708 48 Avenue</p> <p><b>Claresholm</b> Provincial Building 109 46 Avenue West</p> <p><b>Cold Lake</b> 408 Tri City Mall 6501B 51 Street</p> <p><b>Crowsnest Pass</b> Provincial Building 12501 20 Avenue Blairmore</p> <p><b>Drayton Valley</b> 2nd floor Provincial Building 5136 51 Avenue</p> <p><b>Drumheller</b> 2nd floor 180 Riverside Drive East</p> <p><b>Edmonton - Argyll Centre (South)</b> Argyll Centre 6325 Gateway Boulevard</p> <p><b>Edmonton - City Centre (Central)</b> Main floor 10242 105 Street</p> <p><b>Edmonton - (North)</b> Unit #2050 9499 137 Avenue</p>	<p><b>Edmonton - Meadowlark Mall (West)</b> 120 Meadowlark Shopping Centre 15710 87 Avenue</p> <p><b>Edson</b> Room 102, 1st floor Provincial Building 111 54 Street</p> <p><b>Fort McMurray</b> Main floor Provincial Building 9915 Franklin Avenue</p> <p><b>Grande Prairie</b> 100 Towne Centre Mall 9845 99 Avenue</p> <p><b>High Level</b> Main floor Provincial Building 10106 100 Avenue</p> <p><b>High Prairie</b> 2nd floor Provincial Building 5226 53 Avenue</p> <p><b>Hinton</b> 568 Carmichael Lane</p> <p><b>Lac La Biche</b> Provincial Building 9503 Beaverhill Road</p> <p><b>Leduc</b> 4901 50 Avenue</p>	<p><b>Lethbridge</b> Provincial Building 200 5 Avenue South</p> <p><b>Lloydminster</b> 5016 48 Street</p> <p><b>Medicine Hat</b> Room 5, Lower Level Provincial Building 345 3 Street SE</p> <p><b>Olds</b> Ralph Klein Centre 4500 50 Street</p> <p><b>Parkland</b> 2nd floor Westgrove Professional Building 131 1 Avenue Spruce Grove</p> <p><b>Peace River</b> 9603 90 Avenue</p> <p><b>Pincher Creek</b> Main floor Provincial Building 782 Main Street</p> <p><b>Red Deer</b> 2nd floor First Red Deer Place 4911 51 Street</p> <p><b>Rocky Mountain House</b> Main floor New Provincial Building 4919 51 Street</p> <p><b>Sherwood Park</b> Tailor Made Business Centre #105, 85 Cranford Way</p>	<p><b>Slave Lake</b> Government Centre 101 3 Street SW</p> <p><b>St. Albert</b> Provincial Building 30 Sir Winston Churchill Avenue</p> <p><b>St. Paul</b> 5126 50 Avenue</p> <p><b>Stettler</b> 4835 50 Street</p> <p><b>Taber</b> Provincial Building 5011 49 Avenue</p> <p><b>Vegreville</b> 5121 49 Street</p> <p><b>Vermilion</b> Provincial Building 4701 52 Street</p> <p><b>Wainwright</b> 19 Provincial Building 810 14 Avenue</p> <p><b>Westlock</b> 11304 99 Street</p> <p><b>Wetaskiwin</b> Macadil Building 1st floor 5201 51 Avenue</p> <p><b>Whitcourt</b> 202 Midtown Mall 5115 49 Street</p>
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# Change of Circumstance Form for Post-Secondary Studies 2011/2012

To be completed by applicants who wish to have their information amended or their original award reviewed.

This Change of Circumstance Form for Post-Secondary Studies ("Change of Circumstance Form") and the information provided herein and if required in the additional Schedules and documents, supplements, amends, and forms part of the Application for Financial Assistance that I, the undersigned applicant ("Applicant") previously submitted to the Minister of Advanced Education and Technology ("Minister") pursuant to the *Student Financial Assistance Act* (Alberta) ("Original Application").

We are collecting this personal information to determine and verify your eligibility for financial assistance in accordance with the *Student Financial Assistance Act* (Alberta), *Canada Student Loans Act* and *Canada Student Financial Assistance Act*, each as may be amended from time to time. The collection, use and disclosure of your personal information is done under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) and is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). If you have any questions about the collection of this information, call the Student Funding Contact Centre: in Edmonton 780-427-3722, or toll free in Canada 1-800-222-6485.

Social Insurance Number

Alberta Student Number (mandatory)  
(obtained from Alberta High School Transcript)

Award Reference Number  
(Refer to your Notice of Assessment)

## Personal Information

Last Name (current full legal name)

First Name (current full legal name)

Middle Initial

If you have changed your name since you last applied, provide legal documentation (see Page A).

Apartment or Box Number

Street Address

City/Town

Prov/State

Country

Postal/Zip Code

Telephone (format: 999-999-9999)

Alternate Telephone (format: 999-999-9999)

Email Address

Complete this section if your marital status has changed since you last applied.

Date Marital Status Changed

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

Marital Status is changed to:

- Separated/Divorced/Widowed  
 Married (complete Schedule 2)  
 Common Law (complete Schedule 2)

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 other 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.

If you have dependent children, please describe the custody and financial arrangements on Page 3.

Maiden Name (if applicable)

## Dependent Children Information

If the number of dependent children has changed since you last applied, complete this section (see Page A). Dependent children means those children who are living with you and for whom you and/or your spouse/partner are legally responsible. If you have more than three dependants, provide all the following information on Page 3.

Date Changed

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

Last Name

First Name

Birthdate (day/month/year)

Relationship to you

Monthly Child Care Costs (after subsidy)  
(for children under 12 years of age)

Last Name	First Name	Birthdate (day/month/year)	Relationship to you	Monthly Child Care Costs (after subsidy) (for children under 12 years of age)
<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"/>	

## Full-time or Part-time Studies Information

- If you are changing schools, you must reapply on a full-time application or part-time application.
- If you are changing programs/dates, complete this section and attach documents from your school verifying the changes. Once this information is submitted, you will be notified if further information or a new application is required.
- If there is a break between school terms of 30 days or more, you must submit a new application for the second term of your studies.

Program

Program Specialization/Major

Program Outcome

- certificate  diploma  degree  Masters  PhD

School Student I.D. Number

Dates I will attend school

Start

End

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

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

**Budget While in School - (See Page A For Tips on Completing This Section)**

While attending school I will live:  with parents  other

Monthly Costs While in School (Please see Page 4 for Monthly Living Costs).	Monthly	Date Costs Changed day/month
Rent/Mortgage		
Utilities (power, water, telephone, heating) (basic services only)		
Food/Clothing/Personal Care		
Transportation (to get to and from school) (e.g. bus pass)		
Medical (costs not covered by insurance) List:		
Child Support Payments you make		
<b>Total Monthly Costs</b>		

Monthly Resources While in School	Monthly	Date Income Changed day/month
Wages/Salary (net income)		
Spousal/Partner Net Income (attach Schedule 2)		
Assistantships after deductions		
Stipends		
Contribution from Parents (includes RESPs, etc.) (attach Schedule 1)		
Alimony and/or Child Support you receive		
Employment Insurance (EI Benefits)		
Assured Income for the Severely Handicapped (AISH)		
Workers' Compensation Benefits		
Indian and Northern Affairs/Band Funds		
Other Income (e.g. children's benefits, pensions, rental property, business). Do not include Child Tax Benefits, GST Credit, Income Tax Refund, or Registered Disability Savings Plan. List:		
<b>Total Monthly Income</b>		

**Education Costs for 2011/2012 Study Period**

Note: If you need additional funds for tuition and book costs, provide documentation from your school.

Tuition	
Mandatory Fees (does not include housing/residence costs)	
Books/Supplies/Instruments	
Computer Costs	

**Attach all documents related to costs and resources (see Page A and Page 4).**

**Other Resources Available to Me**

Savings you will have (from all accounts, including the Tax-Free Savings Account) when you start school	
Assets (e.g. term deposits, bonds, stocks, GICs, etc.) List:	
Registered Retirement Savings Plans (RRSPs)	
Other Resources List:	

<b>Scholarships/Bursaries/Fellowships</b> (e.g. Rutherford, Athletic, Louise McKinney, other) Note: Do not report bursaries issued to you specifically to supplement government student funding.	Enter total amount →
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**Signature Required on Page 3 →**

**Total Additional Requested** →



### Monthly Living Costs for 2011-2012

There is a standard budget for monthly living costs used by Students Finance to assess your application. If your monthly costs are higher than these amounts, tell us about your special circumstances to justify your higher costs. You must attach your receipts.

<i>Your Household Status</i>		<i>MONTHLY TOTAL</i>	<i>Rent/Mortgage/ Utilities</i>	<i>Other (food, clothing, transportation, etc.)</i>
<b>No Dependent Children</b>				
Single and living with parent(s)		<b>\$432</b>	\$0	\$432
Single and not living with parent(s)		<b>\$941</b>	\$429	\$512
Married/Common Law		<b>\$2,004</b>	\$812	\$1,192
Separated/Divorced/Widowed		<b>\$941</b>	\$429	\$512
<b>With Dependent Children*</b>				
	<b>Number of children</b>			
Single	1 child	<b>\$1,710</b>	\$840	\$870
	2 children	<b>\$2,159</b>	\$1,035	\$1,124
	3 children	<b>\$2,608</b>	\$1,230	\$1,378
Married/Common Law	1 child	<b>\$2,453</b>	\$1,007	\$1,446
	2 children	<b>\$2,902</b>	\$1,202	\$1,700
	3 children	<b>\$3,351</b>	\$1,397	\$1,954
Separated/Divorced/Widowed	1 child	<b>\$1,710</b>	\$840	\$870
	2 children	<b>\$2,159</b>	\$1,035	\$1,124
	3 children	<b>\$2,608</b>	\$1,230	\$1,378
<b>Each Additional Child add</b>		<b>\$449</b>	\$195	\$254

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

**Child Care** (for children under 12 years of age) - Allowable child care cost is \$75 per month per child without receipts.  
- Actual child care costs after subsidy may be considered with receipts up to a maximum of \$530 per month per child.

### Important Information

**Consideration may be given for higher or additional costs, for example:**

- rent or mortgage (submit a copy of the rent or mortgage agreement)
- basic utilities (submit copies of your most recent bills)  
This includes power, water, gas and phone (basic services only).
- child support payments. Submit the following legal documents:
  - a copy of the court order and proof of payment for the past four months, or
  - a copy of the maintenance enforcement report

If you have never had legal documents, you may submit a copy of a written agreement that is signed by you and the other parent detailing your child support arrangements. The agreement must include the custody arrangements for your child and proof of child support payments for the past four months.

- travel (for students who commute or are unable to use public transit)
- spouse's/partner's student loan payments (submit proof of payment)



# Spouse/Partner Information

## Applicants who are Married or Common Law 2011/2012

We are collecting this personal information to determine and verify the applicant's eligibility for financial assistance 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 collection, use and disclosure of your personal information is done under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) and is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). If you have any questions about the collection of this information, call the Student Funding Contact Centre: in Edmonton 780-427-3722, or toll free in Canada 1-800-222-6485.

Applicants Last Name  Initials  Social Insurance Number

### Spouse/Partner Information and Declaration: (to be completed by applicant's spouse/partner)

#### Spouse/Partner Information

Spouse/Partner Social Insurance Number (in ink)  Spouse/Partner Last Name  Spouse/Partner First Name

Spouse/Partner Birthdate  Day  Month  Year  Date spouse/partner completed/last attended regular High School (excludes upgrading)  Month  Year

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 student?  Yes  No

Total income (Line 150 of 2010 Income Tax Return) (mandatory) \$

#### Spouse/Partner Employment Status

- Employed
- Unemployed with income (WCB, EI, etc.)
- Income Support (formerly welfare)/AISH
- Indian and Northern Affairs/Band
- Unemployed due to medical condition
- Unemployed no income

Spouse/Partner Gross Monthly Income	\$ <input type="text"/>
Spouse/Partner Net Monthly Income (this amount must equal the Spousal/Partner Net Income entered on Page 2)	\$ <input type="text"/>
Date income starts	Month <input type="text"/> Year <input type="text"/>
If your income will end during your spouse's/partner's study period, indicate date	Month <input type="text"/> Year <input type="text"/>
Keep your doctor's letter as this will be audited	

#### Spouse/Partner School Status

Will you be a full-time student at any time during your spouse's/partner's study period?  Yes  No

If yes, Date you start school  Day  Month  Year  Date you end school  Day  Month  Year

If both you and your spouse/partner are attending full-time studies, you should **both** complete a separate application form.

#### Spousal/Partner Declaration and Consent:

- I declare that the information given on this schedule is true and complete.
- I consent to the disclosure and exchange of my personal information by and between Alberta Advanced Education and Technology and any other federal, provincial or municipal government department or agency, to verify any information I have provided to Alberta Advanced Education and Technology, and to administer student financial assistance programs.
- I consent to the disclosure and exchange of my personal information by and between Alberta Advanced Education and Technology and any landlord, lending institution, credit bureau, or employer, to verify any information I have provided to Alberta Advanced Education and Technology, and to administer student financial assistance programs.
- I consent to the disclosure and exchange of my personal information by and between Alberta Advanced Education and Technology and the federal government for use in research, statistical analysis, or evaluations related to student financial assistance programs.
- I consent to the disclosure and exchange of my personal information between Alberta Advanced Education and Technology and Alberta Employment and Immigration to operate and administer provincial and federal student financial assistance programs, including my eligibility, and the eligibility of my spouse/partner, for financial assistance.
- I confirm that the foregoing consents apply to the information that I have provided in this Schedule, and to any additional information that I may subsequently provide to Alberta Advanced Education and Technology in respect of this Application.

This declaration and consent is valid for the year prior to the year of signature, the year of signature, and any other subsequent year for which assistance is requested by my spouse/partner.

Signature of Spouse/Partner (sign in ink)  Today's Date (in ink)  Day  Month  Year

For the purpose of verifying the data provided in this application for student assistance, I hereby consent to the release, by Canada Revenue Agency to an official of Alberta Advanced Education and Technology, of information from my income tax returns and, if applicable, other required taxpayer information about me, whether supplied by me or by a third party. The information will be relevant to and used solely for the purpose of determining and verifying my spouse's/partner's eligibility, entitlement for and the general administration and enforcement of the student financial assistance programs under the *Canada Student Loans Act*, the *Canada Student Financial Assistance Act*, the *Students Finance Act* (Alberta), the *Student Loan Act* (Alberta) and the *Student Financial Assistance Act* (Alberta). This authorization is valid for the taxation year prior to the year of signature of this consent, the year of signature of this consent and any other subsequent taxation year for which assistance is requested by my spouse/partner.

Signature of Spouse/Partner (sign in ink)  Today's Date (in ink)  Day  Month  Year

Notice to Spouse/Partner: If you do not wish to share your information with the Applicant, you must submit a letter with your request AND a separate Schedule 2 to: Students Finance, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.