

Cashing Instructions for your CONFIRMED Alberta Student Loan Agreement

**DON'T
DELAY,
CASH
NOW!**



CASHING CHECKLIST

Check each step once you complete it.

- Carefully read** the instructions and information on both the front and back of the Alberta Student Loan Agreement. Make sure your Social Insurance Number is correct.
- Review Part 1 – Loan Authorization**
DO NOT make any changes on your Alberta Student Loan Agreement. If changes are required, attach a note documenting the changes and return the Agreement to Students Finance (address on reverse).
- Read Part 2 - Confirmation of Registration**
You **do not** have to take your CONFIRMED Alberta Student Loan Agreement to your educational institution to be signed.
- Review Part 2 – Special Instructions**
If your educational institution has requested tuition/fees be paid directly to them, a tuition amount will be pre-printed in this part. If you disagree with the pre-printed amount you can **negotiate directly with your educational institution.** **Both you and your school must initial any changes.**



Ensure you have enough money, after tuition/fees are paid, for your living expenses until your next disbursement of funds, if applicable.

- Complete Part 3 – Loan Disbursement. Choose either:**
 - **direct deposit** – to ensure that your student loan funding is protected and cannot be accessed by anyone else, funds can only be direct deposited into a Canadian bank account that is solely in your own name. By attaching a void cheque, you will ensure that your banking information is correct.
 - **a cheque in the mail**

- Complete Part 4 – Master Loan Agreement**
Sign and date Part 4 (in blue or black ink only) to confirm that you have read, understood and agreed to the terms and conditions in the Alberta Student Loan Agreement.

- Distribute the copies as follows:**

Copies 2 and 3

Keep for your records. A **Loan Repayment envelope** provides a safe place to keep your loan documents. You can pick one up at the Awards Office at your school.

Copy 1

Send to EDULINX. Choose one of the three options described on the reverse side. You will need to provide two pieces of ID.

- **You must submit Copy 1 to EDULINX within 30 days of the date in the Today's Date box in Part 2 and before the Academic Year End Date.**
- If your address has changed, notify separately: Students Finance, EDULINX and your other lending institutions.
- Future disbursements of Alberta Student Loan may be paid electronically.

Did you complete the Cashing Checklist on the reverse side? If not, go back!

There are 3 ways to send Copy 1 to EDULINX. Choose ONE option:

1. EDULINX on location

EDULINX representatives will be available on some Alberta campuses during peak registration times to review Copy 1 and forward it to EDULINX.

For dates and locations, call 1-866-827-0310 or visit alis.alberta.ca.

2. Canada Post Outlets

Participating Canada Post Outlets across Canada will forward Copy 1 to EDULINX. A list of Canada Post Outlets in Alberta is included with your Alberta Student Loan Agreement and is also available online at alis.alberta.ca.

For outlets in other provinces, visit canlearn.ca.

3. Direct mail or courier

Mail or courier Copy 1 (along with copies of 2 pieces of ID) directly to EDULINX.

Mailing address

EDULINX
PO BOX 4050
Mississauga STN A
Mississauga ON L5A 4M9

Courier Address

EDULINX
2 Robert Speck Parkway
14th Floor
Mississauga ON L4Z 1H8

If you use mail or courier, send **legible photocopies** of your ID.



You must present the following two (2) pieces of ID

ID#1 Photo ID - driver's license, passport or citizenship card **AND**

ID#2 Proof of SIN - your Social Insurance Number card or any other Government of Canada official document with your Social Insurance Number on it, such as a Canada Revenue Agency Notice of Assessment, a Canada Pension Plan Statement of Contributions, or a Confirmation of Social Insurance Number from Service Canada.

Receiving your funds – if your Alberta Student Loan Agreement is received:

- **Before the “Not Negotiable Before” date:** the funds will be deposited into your Canadian bank account on that date or a cheque will be mailed to you up to five (5) business days prior to that date.
- **After the “Not Negotiable Before” date:** funds will be deposited into your bank account within five (5) business days or a cheque will be mailed to you within two (2) business days after your Agreement is received.
- Grants that you are entitled to receive may not be issued to you until you cash your Agreement.

Managing your Alberta Student Loan online

- EDULINX has a secure, self-serve website at edulinx.ca that allows you to manage your Alberta Student Loan online. Sign on today and check out the new and improved Entrance Counselling Session. It tells you everything you need to know about student loans.
- You can see when your funds have been deposited into your Canadian bank account or mailed to you as a cheque.

Questions? Try these contacts:

- Call EDULINX toll-free at 1-866-827-0310, Monday to Friday, 7:30 a.m. to 8:30 p.m. your local time, in North America
- The EDULINX website at edulinx.ca
- Outside North America toll-free at 800-2-529-9242, plus appropriate country code
- For the hearing impaired, toll-free TTY number at 1-866-587-1853
- The financial aid office at your school
- The ALIS website at alis.alberta.ca/studentsfinance
- The Student Funding Contact Centre: in Edmonton 780-427-3722, or toll free in Canada 1-800-222-6485
- E-mail: use the secure e-Contact service at alis.alberta.ca/econtact
- The nearest Alberta Service Centre or Canada-Alberta Service Centre
- Students Finance, PO Box 28000 Stn Main Edmonton, T5J 4R4