



# Cashing Instructions for your UNCONFIRMED Alberta Student Loan Agreement

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



## CASHING CHECKLIST - Check off each step when it's done. ✓



**Read carefully the instructions and information on both 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 needed, attach a note documenting the changes and return the Agreement to Students Finance (address on reverse).

*Take to your school  
to complete!*



### Part 2 must be completed by your school - Confirmation of Registration

You must take your UNCONFIRMED Alberta Student Loan Agreement to your educational institution to complete Part 2. Remember to take photo ID with you, plus your Social Insurance Number card or any other Government of Canada official document that indicates your Social Insurance Number.



### Review Part 2 – Special Instructions

If your educational institution has requested tuition/fees be paid directly to them, and you disagree with the amount paid to them, you can **negotiate directly with your educational institution**. A good time to do this is when your educational institution is completing Part 2.

**Note: Both you and your school must initial any changes.**



Make sure 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** - funds can only be direct deposited into a Canadian bank account. 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 & 3

Keep for your records.

#### Copy 1

Send to EDULINX. Choose one of the three options available to you which are 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 found in the *Today's Date* box in Part 2. Your loan cannot be cashed after the *Academic Year End Date*.

• If your address has changed, notify separately: Students Finance, EDULINX, and your other lending institutions.

**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:**

**Select one of these 3 convenient options of submitting your Copy 1 to EDULINX:**

**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](http://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](http://alis.alberta.ca) For outlets in other provinces, visit [canlearn.ca](http://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.

**Managing your Alberta Student Loan Online**

- EDULINX has a secure, self-serve website at [edulinx.ca](http://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](http://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](http://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](mailto:alis.alberta.ca/econtact)
- The nearest Alberta Service Centre or Canada Alberta Service Centre
- Students Finance, PO Box 28000 Stn Main Edmonton, T5J 4R4