

Cashing Instructions for your CONFIRMED Canada Student Loan Certificate

**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 Certificate of Eligibility and Canada Student Loan Agreement. **DO NOT make any changes to this document.** Make sure your Social Insurance Number is correct.
- Read Section 3 - Educational Institution Section**
You **do not** have to take your CONFIRMED certificate to your educational institution to be signed.
- Review the remittance amount in Section 3.**
If your school has requested tuition/fees be paid directly to them, a tuition amount may be pre-printed in this section. If you disagree with the pre-printed amount **go to your school to negotiate a revised tuition remittance amount.** 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 Section 4 – Electronic Funds Transfer**
If you want your money direct deposited into your Canadian bank account, complete Section 4 and attach a VOID cheque. By attaching a void cheque, you will ensure that your banking information is correct. If you do not send your banking information, a cheque will be mailed to you.
- Read Section 5 (Consent and Certification), Section 6 (Canada Student Loan Agreement),** and the **Additional Terms and Conditions** on the reverse side of your certificate.
- Sign and date** (in blue or black ink only) the certificate in the Student's Acknowledgement and Signature section.
- 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 the National Student Loans Service Centre (see reverse side for instructions).
 - Copy 22A**
If you have cashed Canada Student Loans with a previous lender other than the National Student Loans Services Centre, give this copy to your other lender.

If your address has changed, separately notify: Students Finance, the National Student Loans Service Centre and your other lending institutions.

You must submit Copy 1 to the National Student Loans Service Centre within 30 days of the date in the "Date Signed" field in Section 3, and before your Period of Study End Date.

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

There are 3 ways to send Copy 1 to the National Student Loans Service Centre. Choose ONE option:

1. Lender on location

National Student Loans Service Centre representatives will be available on some Alberta campuses during peak registration. For the dates and the location of representatives on your campus, call 1-888-815-4514 or visit alis.alberta.ca.



2. Canada Post Outlets

A list of **participating** Canada Post outlets in Alberta is included with your loan certificate and is also available online at alis.alberta.ca. For information on participating outlets in other provinces, visit canlearn.ca.



3. Mail or courier

Mail your certificate to the National Student Loans Service Centre (see address below) if you are unable to visit an Alberta campus or participating Canada Post Outlet.

If you use mail/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 you submit a void cheque with your loan certificate, your funds will be deposited into your bank account within a week of the disbursement date on your certificate, or within a week of the date your certificate is received at the National Student Loans Service Centre, whichever is later.
- If you do not provide a void cheque, your funds will be mailed within two weeks of the disbursement date on your certificate, or within two weeks of the date your certificate is received by the National Student Loans Service Centre, whichever is later. If you do not receive a cheque or if you have issues with the cheque you receive, **contact the National Student Loans Service Centre directly.**
- Grants that you are entitled to receive may not be issued to you until you cash your Canada Student Loan certificate.

Managing Your Canada Student Loan Online

- The National Student Loans Service Centre has a secure, self-serve website at canlearn.ca that allows you to manage your Canada Student Loan online.
- 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:

Contact the National Student Loans Service Centre:

- Toll Free: 1-888-815-4514 (within North America)
- TTY: 1-888-815-4556
- Countries outside of North America: dial international access code + 800 2 225-2501 (toll free)
- Countries outside North America without an international access code: call the Canadian operator at 800 0800 096 0634, then call collect 905-306-2950
- canlearn.ca

• Mailing address

National Student Loans Service Centre
PO Box 4030
Mississauga, ON
L5A 4M4

• Courier address

National Student Loans Service Centre
14th Floor
2 Robert Speck Parkway
Mississauga, ON
L4Z 1H8

Other Contacts:

Alberta Students Finance, PO Box 28000, Station Main,
Edmonton, AB T5J 4R4