

# Cashing instructions for your UNCONFIRMED 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.**

**Take to your school  
to complete!**

Make sure your Social Insurance Number is correct.

- Section 3 must be completed by your school - Educational Institution Section**

Your certificate of eligibility must be signed by your school. Remember to bring your photo ID and your Social Insurance Number (SIN) card or any other Government of Canada document that shows your SIN.

- Review the remittance amount in Section 3.**

If your school has requested tuition/fees be paid directly to them, and you disagree with the amount, **go to your school to negotiate a revised tuition remittance amount.** A good time to do this is when your educational institution is completing Section 3. **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:**

**Copy 3** - Give this copy to your education institution.

**Copy 2** - Keep for your records.

**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 Service 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](http://alis.alberta.ca).



### 2. Canada Post Outlets

Go to a **participating** Canada Post outlet. A list of participating Canada Post outlets in Alberta is included with your loan certificate and is also available online at [alis.alberta.ca](http://alis.alberta.ca). For information on participating outlets in other provinces, visit [canlearn.ca](http://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](http://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 (in North America)
- TTY: 1-888-815-4556
- Countries outside of North America: dial international access code + 800 2 225-2501 (toll free)
- Countries outside of North America without an international access code: call the Canadian operator at 800 0800 096 0634, then call collect 905-306-2950
- [canlearn.ca](http://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 Contact Information:

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