

Application for Financial Assistance Full-Time Post-Secondary Studies 2011/2012

The undersigned applicant ("I" or the "Applicant") acknowledges and agrees that this application for financial assistance (the "Application"), together with any and all funds or other financial assistance received by the Applicant pursuant the *Students Finance Act* (Alberta), the *Student Loan Act* (Alberta) or the *Student Financial Assistance Act* (Alberta) from Her Majesty the Queen in right of Alberta, as represented by the Minister of Advanced Education and Technology (the "Minister" or "Alberta Advanced Education and Technology") pursuant to this or any other application, shall be subject to, governed by and form part of the Master Loan Agreement, as amended from time to time, entered into between the Applicant and the Minister, a copy of which can be obtained by contacting the Minister's agent.

We are collecting this personal information to determine and verify your 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.

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, see Quick Tips, p.10 #1.

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

Citizenship Status: (*Students with a study permit are not eligible*) (check one)

 Canadian

 Permanent Resident (Landed Immigrant)

 Convention Refugee (see Quick Tips, p.10 #2)

Have you lived in Alberta all your life? (see Quick Tips, p.10 #3)

 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

Do you have a permanent disability? (If yes, complete Schedule 4 and see Quick Tips, pp.15-16 #26)

 Yes No

The following question is optional. Your answer will not affect your eligibility for funding. Alberta Advanced Education and Technology uses personal information on Aboriginal students to measure the effectiveness of student financial assistance programs in relation to Aboriginal students and to research programs and services to improve student success rates. If you wish to declare your Aboriginal heritage, please specify (optional):

 Status Indian/First Nations

 Non-Status Indian/First Nations

 Métis

 Inuit

Social Insurance Number

Gender

 Male

 Female

Birthdate

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

Marital Status: (check one) (for definition of dependent children, see page 3)

 Single (*no dependent children*)

 Single (*with dependent children*)

 Separated/Divorced/Widowed (*no dependent children*)

 Separated/Divorced/Widowed (*with dependent children*)

 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.

Maiden Name (if applicable)

Date completed/last attended regular High School (*excludes upgrading*)

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

If you are a single student *with no dependent children*, have you been available for full-time work for 2 or more years since you left high school?

 Yes No

Alberta Student Number (**mandatory**)

(obtained from Alberta High School Transcript) (see Quick Tips, p.10 #4)

Have you received Canada Student Loan Funding from a province other than Alberta?

 Yes No

Total Income from Line 150 of your 2010 Income Tax Return (**mandatory**) (see Quick Tips, p.11 #5)

 \$

Contact Information Provide the name, address and phone number of a relative or a contact person. *(This information is used for contact purposes only.)*

Last Name		City/Town	
<input type="text"/>		<input type="text"/>	
First Name	Middle Initial	Prov/State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apartment or Box Number		Telephone (format: 999-999-9999)	
<input type="text"/>		<input type="text"/>	
Street Address		Relationship to You	
<input type="text"/>		<input type="text"/>	
Postal/Zip Code			
<input type="text"/>			

Information for the Four Months Before Starting the 2011/2012 School Year

How many months will you be a full-time student before starting this school term? (see Quick Tips, p.11 #6) 0 Months 1 Month 2 Months 3 Months 4 Months

Your total gross income for the 4 months before starting this school term will be (This does not include Students Finance loan or grant funding) \$

Will you receive Income Support (formerly welfare benefits)? (This does not include On Reserve Band Welfare or AISH) Yes No

Will you be living with your parent(s) during your pre-study period? Yes No

Full-time Studies Information (classes start between August 1, 2011 and July 31, 2012)

Educational Institution

City/Town Prov/State

Country

If you are a concurrently enrolled student, enter your primary institution and complete Schedule 3, Part 2 (see Quick Tips, p.11 #7)

Concurrently enrolled means you are simultaneously attending more than one school on a part-time basis (less than 60% of a full-time course load at each educational institution).

Program (see Quick Tips, p.11 #8)

Program Specialization/Major (see Quick Tips, p.11 #8)

Program Outcome
 certificate diploma degree
 Masters PhD

Are you enrolled in a correspondence/e-learning/distance study program? Yes No

What year of this program will you be in?* (check one) 1st year or less 2nd year 3rd year 4th or 5th year of this program

*You are expected to complete your program within the number of years in the program plus one additional year, if required. (see Quick Tips, p.12 #9)

Length of your Program of Studies (check one) 1 year or less 2 years 3 years 4 or 5 years

Will you complete your program of study and receive your post-secondary certificate, diploma, or degree by the session end date below? (see Quick Tips, p.12 #10) Yes No Unknown

School Student Identification Number for the school you are planning to attend (if known)

Enter your program session start and end dates for the 2011/2012 school year. Check your school calendar or contact your school for exact dates. Incorrect dates will delay processing.

Start	End	
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are attending a private vocational school, enter the campus address here

If you are an undergraduate student studying outside of Canada, complete Schedule 3, Part 1.

If you are going on an exchange/field study program, complete Schedule 3, Part 3.

Dependent Children Information

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 a separate piece of paper and attach to this application. (see Quick Tips, p.12 #11)

Last Name	First Name	Birthdate (day/month/year)	Relationship to You	Monthly Child Care Costs (after subsidy) <i>(for children under 12 years of age)</i>
				} \$ <input type="text"/>

Student Study Period Costs and Resources Information

We do not ask for monthly living costs. A standard budget is used (see Quick Tips, p.7).

While attending school I will live: with parents other

Monthly child support payments you make (see Quick Tips, p.12 #12) \longrightarrow **Monthly**

Monthly Resources While in School

	Monthly
Wages/Salary (net income) (see Quick Tips, p.12 #13)	<input type="text"/>
Spousal/Partner Net Income (see Quick Tips, p.13 #14)	<input type="text"/>
Assistantships after deductions	<input type="text"/>
Stipends	<input type="text"/>
Contribution from Parents (includes RESPs, etc.) (see Quick Tips, p.13 #15)	<input type="text"/>
Alimony and/or Child Support you receive	<input type="text"/>
Employment Insurance (EI Benefits) (see Quick Tips, p.13 #16)	<input type="text"/>
Assured Income for the Severely Handicapped (AISH) (see Quick Tips, p.13 #17)	<input type="text"/>
Workers' Compensation Benefits	<input type="text"/>
Indian and Northern Affairs/Band Funds	<input type="text"/>
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.	<input type="text"/>
List:	<input type="text"/>
Total Monthly Income	<input type="text"/>

Important:
Remember to enter *monthly* resources in this section.

Education Costs for 2011/2012 Study Period (see Quick Tips, p.13 #18)

Tuition	<input type="text"/>
Mandatory Fees (does not include housing/residence costs)	<input type="text"/>
Books/Supplies/Instruments	<input type="text"/>
Computer Costs (see Quick Tips, p.13 #19)	<input type="text"/>

Other Resources Available to Me

Savings you will have (from all accounts, including the Tax-Free Savings Account) when you start school (see Quick Tips, p.13 #20)	<input type="text"/>
Assets (e.g. term deposits, bonds, stocks, GICs, etc.) (see Quick Tips, p.14 #21)	<input type="text"/>
List:	<input type="text"/>
Registered Retirement Savings Plans (RRSPs) (see Quick Tips, p.14 #22)	<input type="text"/>
Other Resources List:	<input type="text"/>

Keep all documents related to costs and resources and your working copy, as these costs and resources must be verified when audited.

(see Quick Tips, p.15 #25)

Scholarships/Bursaries/Fellowships (see Quick Tips, p.14 #23)

(e.g. Rutherford, Athletic, Louise McKinney, other) **Enter total amount** \longrightarrow

Requesting an Amount (optional)

If you do not enter an amount, a calculation will be done for you based on the information you have provided. If you want to request a certain amount of funding, enter the amount here. (see Quick Tips, p.14 #24) \longrightarrow

Signatures Required \longrightarrow
See Page 4

Applicant Declaration and Consent - Important - Read Carefully and Sign in Ink

I declare and warrant that:

- the information that I have provided in this Application, and in all applicable schedules, is true and complete, including without limitation the information that I have provided regarding my savings and assets, including stocks, bonds, savings certificates, term deposits and RRSPs, and I understand that the information that I have provided is subject to review and assessment by the Minister in accordance with the *Student Financial Assistance Act* (Alberta).
- I will use any financial assistance awarded toward the costs of my education as described in the Student Study Period Costs and Resources Information Section of this Application.
- I have not applied to another province for student financial assistance for the same period for which I am applying for funding in this Application.

I agree to:

- immediately notify Alberta Advanced Education and Technology in writing of any change in my name, address, single, matrimonial or common law partner status, financial circumstances or academic status, or study period, any change in the address or financial circumstances of my parents, guardians, sponsors, or spouse/partner, or to any other information contained in this Application.
- return any refunds of tuition or other fees and any unused financial assistance, if I withdraw from full-time study.
- provide information or documents as requested by Alberta Advanced Education and Technology to verify any statements made in this Application.
- repay my loan in full.

I understand that:

- I may be required to immediately repay any financial assistance I receive if there are any changes to my financial circumstances, single, matrimonial or common law partner status, or academic status or study period.
- I may be denied financial assistance if I fail to notify Alberta Advanced Education and Technology in writing of any change in my financial circumstances, single, matrimonial or common law partner status, or academic status or study period, or fail to provide documents or information as requested by Alberta Advanced Education and Technology to verify statements made in this Application.
- if I make a false or misleading statement in this Application, or fail to disclose information as requested by Alberta Advanced Education and Technology, I may be denied financial assistance, and/or required to immediately repay all financial assistance received, and/or subject to criminal prosecution.
- I am not entitled to apply for or receive financial assistance from another province for the same period of time that I am getting financial assistance from Alberta Advanced Education and Technology.
- failure to disclose information or provide updated information as requested by Alberta Advanced Education and Technology may constitute the making of a false or misleading statement.
- Alberta Advanced Education and Technology has the right to recover benefits I receive that I am not entitled to, including any due to administrative errors.

I consent to:

- the disclosure and exchange of my personal banking information by and between Alberta Advanced Education and Technology and lending institutions for the purpose of direct deposit of funds.
- the disclosure and exchange of my personal information by and between Alberta Advanced Education and Technology and any other federal, provincial, municipal government department or agency, or educational institution, to verify any information I have provided to Alberta Advanced Education and Technology, to administer student financial assistance programs, and to determine my eligibility for financial assistance.
- 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, to administer student financial assistance programs, and to determine my eligibility for financial assistance.
- 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, and evaluations related to student financial assistance programs.
- the disclosure and exchange of my personal information by and between Alberta Advanced Education and Technology and lending institutions, credit bureaus, the educational institution named in this application and any third party authorized to collect a debt owed to the Crown, for collection purposes.
- the disclosure and exchange of my personal information between Alberta Advanced Education and Technology and Human Resources and Skills Development Canada to operate and administer federal student loan and grant programs.
- the disclosure of information to my educational institution concerning the status of my application or any financial assistance awarded to respond to my inquiries.
- the verification of my Social Insurance Number, name, date of birth, and gender with Human Resources and Skills Development Canada through the Social Insurance Registry. This verification will be done solely to confirm my identification for the purpose of this application for funding.
- 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 determining 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 Application and in all applicable Schedules, 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.

Applicant Signature (sign in ink) X	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 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.

Applicant Signature (sign in ink) X	Today's Date (in ink)						
	Day	Month	Year				

Parental Personal and Financial Information*

Schedule 1

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.

***Have your parent(s)/step-parent(s)/sponsor(s) complete this Schedule if you are single and have been out of high school for four years or less. You do not need to have this form completed if you have been available for full-time work for 2 or more years since you left high school.**

Applicant's Last Name Initials Social Insurance Number

Are **BOTH** of your parents deceased or do you have a court appointed legal guardian? Yes No
(If yes, do not complete the remainder of Schedule 1)

Parental Information - To be Completed by Student's Parent(s)/Step-Parent/Sponsor(s)

Parent 1 Information

Social Insurance Number (*in ink*)

Parent 1 Last Name First Name

City/Town Prov/State

Postal/Zip Code Parent 1 Birthdate

Day Month Year

Parent 2 Information

Social Insurance Number (*in ink*)

Parent 2 Last Name First Name

City/Town Prov/State

Postal/Zip Code Parent 2 Birthdate

Day Month Year

Is there a public transit system available from your home to the school your child is planning to attend? Yes No
(This does **not** include Greyhound, Red Arrow, etc.)

If you do not live in Alberta, indicate the date you moved out of Alberta.

Month Year

If you have moved out of Alberta, did your child stay to begin or continue post-secondary studies? Yes No

- Family Size**
- include all your children 0-17 years
 - include your children 18-22 (if they are full-time students)
 - include parent 1 & 2 as listed above
 - do not include children over age of 22

Number of people in your family	<input type="text"/>
Number of children attending post-secondary institutions in 2011/2012	<input type="text"/>

Parental Total Income (see Quick Tips, p.11 #5)

Parent 1 Total income (Line 150 of 2010 Income Tax Return)	<input type="text"/>
Parent 2 Total income (Line 150 of 2010 Income Tax Return)	<input type="text"/>

Reduced Parental Total Income

Fill in this section if either parent's annual income from all sources (work, government or other) is expected to be lower than Parental Total Income from line 150 above.

Parent 1 estimated yearly income	<input type="text"/>
Parent 2 estimated yearly income	<input type="text"/>

Parent/Step-Parent/Sponsor Declaration and Consent

- I declare that the information given on this schedule is true and complete.
- I understand that I am not co-signing for a loan.
- 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 by and between Alberta Advanced Education and Technology and any other federal or provincial department or agency, to verify any information I have provided to Alberta Advanced Education and Technology, and to administer student financial assistance programs.
- I confirm that these 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.

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 the student applicant'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 the student applicant requests assistance while defined as a dependent student under student assistance guidelines.

Signature of Parent 1 (<i>sign in ink</i>) <input checked="" type="checkbox"/>	Today's Date (<i>in ink</i>) Day Month Year <input type="text"/>	Signature of Parent 2 (<i>sign in ink</i>) <input checked="" type="checkbox"/>	Today's Date (<i>in ink</i>) Day Month Year <input type="text"/>
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Notice to Parents: If you do not wish to share your information with Parent 1, Parent 2, or the Applicant, you must submit a letter with your request AND a separate Schedule 1 to: Students Finance, PO Box 28000 Stn Main, Edmonton AB T5J 4R4.

Spouse/Partner Information

Applicants who are Married or Common Law

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.

Applicant's 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) (see Quick Tips p.11 #5) \$

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 3)	\$ <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.

Studying Outside of Canada Concurrent Enrollment Exchange/Field Study Programs

We are collecting this personal information to determine and verify your 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.

Applicant's Last Name Initials Social Insurance Number

Part 1: Studying Outside of Canada

Complete Part 1 if you are an undergraduate student planning to attend a school outside Canada and are applying for student financial assistance for the first time in this program. If you want to find out if your program of study is available in Canada, visit canlearn.ca, choose the "Online Tools" tab and then "Program Search". If you want to assign Power of Attorney, you are encouraged to submit a Power of Attorney form to Students Finance **before you leave Alberta**. For more information, visit alis.alberta.ca/forms.

Note: You do not have to complete this Schedule if you are planning to attend Graduate Studies, PhD, Medicine, Dentistry, Law, Veterinary Medicine, Optometry, Chiropractic Study or Pharmacy.

Applicant's Program/Major

Undergraduate students who pursue their program of studies outside of Canada are considered for Canada student loans and grants. Alberta student funding may also be provided for undergraduate study when the program of study is not offered in Canada or is not available to the student due to one or more of the factors listed below. **You will be considered for Canada student loan and grant funding ONLY, unless you provide appropriate documents.**

Reason for studying outside of Canada (Mark an "X" in the box(es) that apply)	Documents You Must Attach
<input type="checkbox"/> My program is not offered in Canada.	A copy of your program and/or courses as shown in the institution calendar
<input type="checkbox"/> I am receiving Advanced Post-Secondary Credits that will enable me to graduate one full semester earlier.	Confirmation of credit standing and expected graduation date from an Alberta institution AND from the institution you will attend
<input type="checkbox"/> I am receiving a Major Scholarship that reduces the overall cost of my program.	Confirmation of amount of scholarship, number of years the scholarship may be received
<input type="checkbox"/> My Spouse/Partner , who is also a student, qualifies for provincial assistance under one of the above criteria or is enrolled out of country in Graduate Studies, PhD, Medicine, Law, Dentistry, Veterinary Medicine, Optometry, Chiropractic Study or Pharmacy.	Proof of your spouse's/partner's registration if they are not receiving Alberta student funding
<input type="checkbox"/> I am studying outside of Canada for a reason not listed above.	A letter and relevant documentation to explain your reasons for studying outside of Canada (if you also want to be considered for Alberta student funding)

Part 2: Concurrent Enrollment (see Quick Tips, p.11 #7)

If you are concurrently enrolled, also complete the Full-time Studies Information section on Page 2 of this application with your primary educational institution. **Concurrently enrolled** means you are simultaneously attending more than one school on a part-time basis (less than 60% of a full-time course load at each educational institution). Your course load at each school will be reviewed to determine whether you can be considered a full-time student for funding purposes.

Enter your primary institution:

Enter your additional institution(s):

To verify full-time status, you must attach documents from your primary and additional institutions stating:

- Course Name(s)
- Session Start and End Dates
- Course Weight(s)/Credit(s)
- Course Costs

Part 3: Exchange/Field Study Students Only

Enter your home educational institution

Note: Your home institution is where tuition costs are paid and is also listed in the Full-time Studies Information section on Page 2 of this application. Attach a letter of confirmation from your home institution or an acceptance letter from the host institution confirming the actual start and end dates of your Exchange or Field Study Program.

What is your airfare cost (if applicable)? \$

Federal/Provincial Grant for Post-Secondary Students with Permanent Disabilities 2011/2012

Schedule 4

We are collecting this personal information to determine and verify your 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.

Applicant's Last Name	Initials	Social Insurance Number

This schedule is complete only if all required documentation is submitted and if the bottom of the page is signed and completed by the Alberta Employment and Immigration Consultant. Before you start, read the information on the back of this page and see Quick Tips, pp. 15-16 #26.

You must submit a Schedule 4 if: (check all that apply)

- This is your first application as a student with a documented permanent disability, and/or
- You are requesting assistive services and equipment (complete Sections 1, 2), and/or
- You are enrolling in a reduced course load (complete Section 3)

Enter your program session start and end dates for the 2011/2012 school year.	Start	End
	Day Month Year	Day Month Year

Learning Assessment Fee (see Quick Tips, p.16 #27) 75% of Learning Assessment Fee up to a maximum of \$1,200

1. Assistive Services (Enter TOTAL amount for the 2011/2012 program session)

<input type="checkbox"/> Note Taker		<input type="checkbox"/> Interpreter (Oral, Sign, CART)	
<input type="checkbox"/> Tutor		<input type="checkbox"/> Educational Attendant Care (while in school)	
<input type="checkbox"/> Academic Strategist		<input type="checkbox"/> Specialized Transportation (to and from school only)	
<input type="checkbox"/> Reader			

2. Equipment/Assistive Technology [Check appropriate box(es) and provide **two separate estimates**] (Enter TOTAL amount for the 2011/2012 program session)

<input type="checkbox"/> Technical Aids (e.g. disability related software, Braille) <i>Specify:</i>	<input type="checkbox"/> Alternate Formats (e.g. large or braille print) <i>Specify:</i>

For Educational Institution Use ONLY - Do Not Write in this Area

3. Reduced Course Load (to be completed by the Coordinator for Students with Permanent Disabilities or Financial Aid Officer or Registrar ONLY if you are enrolling in between 40% to 59% of a full course load and want to be considered for full-time funding)

What is the student's percentage of a full course load? %

Signature of School Official	Printed Name of School Official	Telephone	Today's Date (in ink)
X			Day Month Year

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Nature of Permanent Disability (documentation must be provided) [Please check appropriate box(es)]

<input type="checkbox"/> Deaf, Hearing Impaired	<input type="checkbox"/> Mobility Impairment	<input type="checkbox"/> Brain Injury
<input type="checkbox"/> Blind, Visually Impaired	<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Other Permanent Disability (see Quick Tips, p.15 #26 or reverse side of Schedule 4 for definition of permanent disability)
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Psychiatric or Psychological	
<input type="checkbox"/> Speech	<input type="checkbox"/> Autism, Asperger, Rett	

Is disability permanent? No Yes (If yes, must attach any documentation regarding the nature of permanent disability)

TOTAL recommended services/equipment \$ If over \$8,000, will DRES cover the balance? No Yes

Attach documentation itemizing the assistive services and/or equipment that covers the above. _____

Authorized Consultant Code	

Signature of Authorized Consultant	Name (please print)	Telephone	Today's Date (in ink)
X			Day Month Year

If you have a documented permanent disability and are attending full-time post-secondary studies, you may be eligible to receive more funding. You will have to include medical documents with your application.

What is a Permanent Disability?

A permanent disability is a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or labour force, and is expected to remain with the person for the person’s expected natural life.

What permanent disability funding could I be eligible for?

- **Canada Student Grant for Persons with Permanent Disabilities:** \$2,000 per loan year to assist you with education and living costs.
- **Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities:** Up to \$8,000 per loan year to help you with exceptional education related costs such as **assistive services or equipment**.
- If you need a learning disability assessment, the Canada Student Grant may cover 75% of the **Learning Assessment Fee** to a maximum of \$1,200 per loan year. Your assessment cannot be dated earlier than six months before the start of your program.

When should I apply?

It is best to apply before June 30 for September study. You can apply at any time of the year but Students Finance must receive your application, including Schedule 4, at least 30 days before this year’s program ends. Otherwise, we will not process it.

What documents do I need to include?

You must include:

- an Application for Financial Assistance
 - a Schedule 4
 - medical documents from your doctor or other medical professional that **specifically identify your permanent disability and describe how it restricts your ability to participate in post-secondary studies**
 - two (2) separate estimates for any equipment.
- Tip: Check with the Coordinator for Students with Permanent Disabilities, or Financial Aid Officer, or Registrar at your school first. They can give you the information you need to make an informed request for assistive services or equipment on your application.

What is a reduced course load?

Your disability may limit you from taking a full course load. If so, you can carry as little as 40% of a full course load and still apply for full-time student funding. Your Schedule 4 must be signed by the Coordinator for Students with Permanent Disabilities at your school to confirm that you are taking a reduced course load. If you are studying part-time, you may also be eligible for permanent disability funding.

Who has to sign my Schedule 4?

Your Schedule 4 must be signed by the authorized consultant at an Alberta Service Centre or Canada-Alberta Service Centre. Tip: An appointment may be required. For locations, check with your school or call the Student Funding Contact Centre.

If you apply for student funding online, you must still submit a paper Schedule 4 that has been signed by the authorized consultant.

Do I need to keep receipts?

If you receive funding for assistive services and equipment, you must submit your receipts to Students Finance by the end of the academic year to show that the funding you received was used as intended. Write your Social Insurance Number (SIN) and your name on each receipt. If you do not use all of the funding, you must return the unused funds to Students Finance. If you do not send receipts or return the unused funds, you will be in an overaward situation and your file will be forwarded to a collection agency.

Mail your receipts* or unused funds** to:

Students Finance
Attention: Disability Grants
PO Box 28000 Stn Main
Edmonton AB T5J 4R4

* Write your name and SIN on all receipts.

** Make your cheque or money order payable to Minister of Finance.

Applicant Agreement

If I receive a grant for exceptional education-related costs as listed on the front for post-secondary students with permanent disabilities, **I hereby agree to provide**, by the end of my study period, receipts which will show that funds were spent for their intended purposes.

Ensure you include your name and Social Insurance Number on all receipts sent in.

Applicant Signature (*sign in ink*)

X

Telephone

Today's Date (*in ink*)

Day Month Year

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