

Part-time student? Getting your loan funds is as easy as 1, 2, 3...

Your part-time Canada Student Loan is issued directly from the Government of Canada, and must be cashed through the National Student Loans Service Centre (NSLSC).



Cashing Checklist Check each step once you complete it.

Step 1 - Your School Signs, You Sign

- Take your **Certificate of Eligibility Part-time Student Loans and Grants (Schedule 1A)** to your educational institution and have the Educational Institution Section completed. Ensure you have personal identification with you when you go to your educational institution. **Do not** make any changes on your Schedule 1A. If changes are required, attach a note documenting the changes and return the Schedule 1A to Students Finance (address on reverse).

Step 2 - Complete a Canada Student Loan Agreement for Part-time Students

- Complete the **Canada Student Loan Agreement for Part-time Students** that you received with your Schedule 1A, and then take the completed documents to a participating Canada Post outlet.

You will need to present valid photo identification (driver's license, passport, or citizenship card) and your Social Insurance card or any Government of Canada official document with your Social Insurance Number on it, such as an income tax assessment.

- The Canada Post outlet will forward your documents to the National Student Loans Service Centre (NSLSC). 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.

You must submit your loan documents to a participating Canada Post outlet within 30 days of the date your educational institution signs your Schedule 1A. You will not receive the funding if your loan documents are not received and processed by your lender before your Period of Studies End Date, indicated on Schedule 1A.

Step 3 - Complete the "Direct Deposit" Section on Your Loan Agreement

- If you submit a void cheque with your loan agreement, your funds will be deposited into your bank account within a week of the disbursement date on your Notice of Assessment letter, or within a week of the date your loan documents are received at the NSLSC, whichever is later. By attaching a void cheque, you will ensure that your banking information is correct.
- If you do not complete the direct deposit information, a cheque will be mailed to you within two weeks of the disbursement date on your Notice of Assessment letter, or within two weeks of the date your loan documents are received by the NSLSC, whichever is later.

See reverse side for more information...

**Need more information about getting your Part-time Canada Student Loan funds?
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 of North America without an international access code: call the Canadian operator at 800-0800-096-0634, then call collect call: 905-306-2950

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

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

Courier Address: National Student Loans Service Centre
2 Robert Speck Parkway, 14th Floor
Mississauga, ON, L4Z 1H8
1-888-815-4514
