

Change of Circumstance Form for Post-Secondary Studies

Use this Change of Circumstance Form to provide Students Finance with additional information or to change or clarify information that you, your parent(s), or spouse/partner have already provided or needed to provide in your original Application for Financial Assistance. For example, use this Change of Circumstance Form if:

- Personal information has changed including a change in name.
- You want to update Students Finance and provide additional information regarding your dependants, marital status, budget, education costs, or update any other information contained in the original Application.
- You want to provide additional information to Students Finance to consider in reviewing your award.

Tips for Completing this Form

- 1) If your **name or marital status has changed**, you must attach a **copy** of the appropriate document(s):
 - Legal Name Change document
 - Marriage Certificate
 - Statutory Declaration
 - Driver's License
 - Divorce or Separation papers
 - Birth Certificate
 - Immigration papers
 - Passport
- 2) If your **parent(s) information has changed**, your parents must complete and sign the attached Schedule 1 or, if your parent(s) signed the Schedule 1 attached to the original Application, your parent(s) may complete the attached Schedule 1, or provide a signed letter explaining the changes.
- 3) If your **marital status has changed** to married or common law, or if your **spouse's/partner's information has changed**, your spouse/partner must complete and sign the attached Schedule 2 or, if your spouse/partner signed the Schedule 2 attached to the original Application, your spouse/partner may complete the attached Schedule 2 or provide a signed letter explaining the changes.
- 4) Complete the **Dependent Children Information** section if your total number of dependants has changed. You must provide a copy of the Legal Guardian or Adoption documents (if applicable).
- 5) Complete the **Budget While in School** section if your expenses or income has changed. Indicate only the items that have changed and the effective date of the change. Include copies of supporting documents(e.g. rent receipts, medical receipts, pay stubs, etc.).
- 6) If you have a **one time expense**, indicate the amount and reason on page 3. Include copies of receipts (e.g. dental, optical, etc.).
- 7) **If your change of circumstance is not budget related**, describe your situation on page 3 and provide supporting documentation.

If you are submitting original documents or receipts, make copies for your records as these documents and receipts will not be returned.

Instructions for Submitting this Form

Please make sure that all relevant documents are enclosed with this form.

Mail your form to: Students Finance, PO Box 28000 STN MAIN, EDMONTON AB T5J 4R4

For information:

- Contact the Awards Officer at the school you plan to attend
- Visit our website at alis.alberta.ca
- Contact the Student Funding Contact Centre:
 - phone: in Edmonton 780-427-3722, or toll free in Canada 1-800-222-6485
 - e-mail: use the secure *e-Contact* e-mail service available on alis.alberta.ca
- Visit your nearest Alberta Service Centre or Canada-Alberta Service Centre (**See Page B**)

Note: You may be asked to provide your Social Insurance Number, your Alberta Student Number, and/or your School Identification Number. Please have these available for reference.

Student Financial Assistance Appeal Committee

Your Change of Circumstance Form will be carefully reviewed. If you are not satisfied with the outcome of the review, you may request that your file be forwarded to the **Appeal Committee**. The public members of the Appeal Committee are appointed by the Minister of Advanced Education and Technology and include student representatives. For more information on the appeal process, visit alis.alberta.ca or refer to Quick Tips.

***For all student funding inquiries call:
In Edmonton 780-427-3722 or toll free in Canada 1-800-222-6485***

**In-person information services concerning student funding are available at your nearest
Alberta Employment and Immigration and Canada-Alberta Service Centre locations.
An appointment may be required. Contact the Student Funding Contact Centre for further instructions.**

<p>Athabasca 3rd floor, Duniece Centre 4810 50 Street</p> <p>Barrhead Provincial Building 6203 49 Street</p> <p>Bonnyville New Park Place 5201 44 Street</p> <p>Brooks Suite 200 600 Cassils Road East</p> <p>Calgary - Bow Corridor/Canmore Suite 301, Provincial Building 800 Railway Avenue Canmore</p> <p>Calgary - Century Park Place (Central) 5th Floor, Century Park Place 855 8 Avenue SW</p> <p>Calgary - Fisher Park Place II (South) 100 Fisher Park II 6712 Fisher Street SE</p> <p>Calgary - 10th and 10th (Central) 3rd floor RPW Building 1021 10 Avenue SW</p> <p>Calgary - Marlborough Mall (East) 1502, 515 Marlborough Way NE</p> <p>Calgary - One Executive Place (North) One Executive Place 1816 Crowchild Trail NW</p>	<p>Calgary - Radisson Centre (East) Main floor 525 28 Street SE</p> <p>Camrose 3rd floor, Gemini Centre 6708 48 Avenue</p> <p>Claresholm Provincial Building 109 46 Avenue West</p> <p>Cold Lake 408 Tri City Mall 6501B 51 Street</p> <p>Crowsnest Pass Provincial Building 12501 20 Avenue Blairmore</p> <p>Drayton Valley 2nd floor Provincial Building 5136 51 Avenue</p> <p>Drumheller 2nd floor 180 Riverside Drive East</p> <p>Edmonton - Argyll Centre (South) Argyll Centre 6325 Gateway Boulevard</p> <p>Edmonton - City Centre (Central) Main floor 10242 105 Street</p> <p>Edmonton - Fort Road (North) 2nd floor 13415 Fort Road</p>	<p>Edmonton - Northgate Centre (North) 2000 Northgate Centre 9499 137 Avenue</p> <p>Edmonton - Meadowlark Mall (West) 120 Meadowlark Shopping Centre 15710 87 Avenue</p> <p>Edson Room 102, 1st floor Provincial Building 111 54 Street</p> <p>Fort McMurray Main floor Provincial Building 9915 Franklin Avenue</p> <p>Grande Prairie 100 Towne Centre Mall 9845 99 Avenue</p> <p>High Level Main floor Provincial Building 10106 100 Avenue</p> <p>High Prairie Main floor Provincial Building 5226 53 Avenue</p> <p>Hinton 568 Carmichael Lane</p> <p>Lac La Biche Provincial Building 9503 Beaverhill Road</p> <p>Leduc 4901 50 Avenue</p>	<p>Lethbridge Provincial Building 200 5 Avenue South</p> <p>Lloydminster 5016 48 Street</p> <p>Medicine Hat Room 5, Lower Level Provincial Building 346 3 Street SE</p> <p>Olds 4905 50 Avenue</p> <p>Parkland 2nd floor Westgrove Professional Building 131 1 Avenue Spruce Grove</p> <p>Peace River Midwest Building 9715 100 Street</p> <p>Pincher Creek Main floor Provincial Building 782 Main Street</p> <p>Red Deer 2nd floor First Red Deer Place 4911 51 Street</p> <p>Rocky Mountain House Main floor New Provincial Building 4919 51 Street</p> <p>Sherwood Park 2nd Floor Trillium Centre 121 Crimson Drive</p>	<p>Slave Lake 2nd floor Lakeland Centre 101 Main Street S</p> <p>St. Albert Provincial Building 30 Sir Winston Churchill Avenue</p> <p>St. Paul 5126 50 Avenue</p> <p>Stettler 4835 50 Street</p> <p>Taber Provincial Building 5011 49 Avenue</p> <p>Vegreville 5121 49 Street</p> <p>Vermilion Provincial Building 4701 52 Street</p> <p>Wainwright 19 Provincial Building 810 14 Avenue</p> <p>Westlock 11304 99 Street</p> <p>Wetaskiwin Macadil Building 1st floor 5201 51 Avenue</p> <p>Whitecourt 202 Midtown Mall 5115 49 Street</p>
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Budget While in School - (See Page A For Tips on Completing This Section)

While Attending School I will live: with parents other

Monthly Costs (Actual costs while in school) (Please see Page 4 for Allowable Monthly Costs).	Monthly	Date Costs Changed day/month
Rent/Mortgage		
Utilities (power, water, telephone, heating) (basic services only)		
Food/Clothing/Personal Care		
Transportation (to get to and from school) (e.g. bus pass)		
Medical (costs not covered by insurance) List:		
Child Support Payments		
Total Monthly Costs		

Monthly Net Resources (Actual income while in school)	Monthly	Date Income Changed day/month
Wages/Salary (net income)		
Spousal/Partner Net Income (attach Schedule 2)		
Assistantships after deductions		
Bursaries/Stipends		
Contribution from Parents (includes RESPs, etc.)(attach Schedule 1)		
Alimony and/or Child Support		
Employment Insurance (EI Benefits)		
Assured Income for the Severely Handicapped (AISH)		
Workers' Compensation Benefits		
Indian and Northern Affairs/Band Funds		
Other Income (e.g. children's benefits, pensions, rental property, business). Do not include Child Tax Benefits, GST Credit or Income Tax Refund. List:		
Total Monthly Income		

Education Costs for 2009/2010 Study Period

Note: If you need additional funds for tuition and book costs, provide receipts or a letter from your school.

Tuition	
Mandatory Fees (does not include housing/residence costs)	
Books/Supplies/Instruments	
Computer Costs	

Additional Resource Information

Savings you will have (from all accounts, including the new Tax-Free Savings Account) when you start school	
Assets (e.g. term deposits, bonds, stocks, GICs, etc.) List:	
Registered Retirement Savings Plans (RRSPs)	
Other Resources List:	

Scholarships/Awards/Fellowships (e.g. Rutherford, Athletic, Louise McKinney, NADB, other)	Enter total amount →
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Attach all documents related to costs and resources, as these costs and resources must be verified when audited (see Page A).

Signature Required on Page 3 →

Total Additional Requested →

Allowable Monthly Costs

There are maximum allowable monthly costs used by Students Finance when assessing a student funding application. The chart below details the maximum allowable monthly costs for 2009-2010. If your monthly living costs are more than these amounts, you need to show that you have special circumstances that justify the extra costs. Receipts must be submitted with your form.

Maximum Allowable Monthly Costs for 2009-2010

<i>Your Household Status</i>		<i>MONTHLY TOTAL</i>	<i>Rent/Mortgage/ Utilities</i>	<i>Other (food, clothing, transportation, etc.)</i>
No Dependent Children				
Single and living with parent(s)		\$432	\$0	\$432
Single and not living with parent(s)		\$941	\$429	\$512
Married/Common Law		\$1,873	\$841	\$1,032
Separated/Divorced/Widowed		\$941	\$429	\$512
With Dependent Children				
	Number of children			
Single	1 child	\$1,628	\$841	\$787
	2 children	\$2,077	\$1,036	\$1,041
	3 children	\$2,526	\$1,231	\$1,295
Married/Common Law	1 child	\$2,322	\$1,036	\$1,286
	2 children	\$2,771	\$1,231	\$1,540
	3 children	\$3,220	\$1,426	\$1,794
Separated/Divorced/Widowed	1 child	\$1,628	\$841	\$787
	2 children	\$2,077	\$1,036	\$1,041
	3 children	\$2,526	\$1,231	\$1,295
Each Additional Child add		\$449	\$195	\$254

Child care/Babysitting - Allowable child care/babysitting cost is \$75 per month per child without receipts
 (for children under 12 years of age) - Actual child care/babysitting costs may be considered with receipts up to a maximum of \$530 per month per child.

Important Information

Consideration may be given for higher or additional costs, for example:

- rent or mortgage (submit a copy of the rent or mortgage agreement)
- basic utilities (submit copies of all utility bills for the last 3 months). This includes **only** power, water, gas and phone.
- child support payments (submit a copy of the court order, and copies of cancelled cheques (front and back) for the past four months OR a copy of the maintenance enforcement report)
- travel (for students who commute or are unable to use public transit)
- spouse's/partner's student loan payments (your spouse's/partner's student loan lender must provide confirmation of your spouse's/partner's student loan payments)

