

# Canada-Saskatchewan Integrated Student Loan Handbook

Canada-Saskatchewan Integrated Student Loans Program  
Important Steps in Planning and Financing Your  
Post-Secondary Education

2017-18





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## Introduction

The Government of Canada and the Government of Saskatchewan work together to provide student financial assistance (referred to as “assistance”) in Saskatchewan. Loans and grants are available to help full-time and part-time students access and afford post-secondary education. This handbook provides Saskatchewan students with information about assistance for the 2017-18 loan year (August 1, 2017 to July 31, 2018).

Assistance is meant to supplement, not replace, other resources to pay for post-secondary education. You may want to look at other options to help with your costs such as:

- Employment;
- Internship or co-op programs offered for your program of study;
- Grants and scholarships;
- Savings; and
- Funding from parents and relatives.

## New in 2017-18

The Government of Canada and the Government of Saskatchewan have introduced new grants where the amount of the grant gradually decreases as income increases. There are two types of grants available, the Canada Student Grants and the Saskatchewan Student Grants. Both grants are dependent on previous year’s income.

A new fixed student contribution has been introduced to take the guessing out of contribution calculations. The amount of the contribution gradually decreases as income decreases. The student contribution ranges from up to \$1,500 to no more than \$3,000 depending on previous year’s income.

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## Eligibility Criteria

You are eligible to apply for full-time assistance in Saskatchewan if:

- You are a Saskatchewan resident, as defined by the program;
- You are a Canadian citizen, permanent resident or a protected person;
- You have financial need according to program criteria;
- You are enrolled or qualified to enrol at a designated school in an approved program which is at least 12 weeks in length and leads to a degree, diploma or certificate. If your program has a period or periods of study of six to 11 weeks, you may be eligible if the shorter periods of study are part of a longer program;
- You will be taking at least 60 per cent of a full course load, or 40 per cent if you are a student with a permanent disability;
- Your previous student loans are in good standing (i.e., you must not have defaulted on a previous student loan);
- You pass a credit check if you are 22 years of age or older and applying for assistance for the first time; and
- You have not exhausted the lifetime maximum assistance limit:
  - 340 weeks (including interest-free status) of assistance;
  - 400 weeks for students in doctoral studies; or
  - 520 weeks for students with a permanent disability.

Check with your school to ensure it is designated for the purposes of student loans or visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for a list of designated educational institutions. Your school must be designated in order for you to receive funding. If you have questions regarding a school's designation, please contact the Student Service Centre.

## Residency

If you have lived in Saskatchewan for at least 12 consecutive months before the first day of your study period (excluding time spent as a full-time student in a post-secondary education program) you are considered a Saskatchewan resident.

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## Student Categories

When you apply for full-time assistance, you will be classified as belonging to one of the following four categories. This category will help to determine how your financial need is calculated:

### **A Single Dependant Student:**

- Has no children; and
- Has been out of high school for less than four years before the first day of class of the current study period; or
- Has been in the work force for less than two years (two periods of 12 consecutive months) before the first day of class of the current study period.

### **A Single Independent Student:**

- Has no children; and
- Has been out of high school for four years or more before the first day of class of the current study period; or
- Has been in the workforce for at least two years (two periods of 12 consecutive months) before the first day of class of the current study period.

### **A Married Student:**

- Is legally married; or
- Is in a common-law relationship (i.e., living with the person you are in a relationship with for a minimum of 12 consecutive months before the first day of class of the current study period).

### **A Single Parent Student:**

- Has custody of one or more children at least 50 per cent of the time; and
- Is not married or common-law.

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## Canada and Saskatchewan Student Grants

When you apply for a Canada-Saskatchewan Integrated Student Loan, you will be automatically considered for student loans and grants from both the Government of Canada and the Government of Saskatchewan. Grant amounts are calculated based on your number of weeks of study, the previous year's family income and family size. A separate application is only required for the [Canada-Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities](#).

### Assistance and Benefits

Post-secondary education is a worthwhile investment but it is also a serious commitment. Being financially prepared means knowing how much your education will cost and making decisions about how you will meet your financial needs. When planning for your education, you should consider tuition costs, text books and learning materials, as well as transportation and living costs while in school.

The amount of assistance you can receive, including any grants, depends on your situation. The Notice of Assessment Letter you receive after applying for assistance will outline your eligibility for both provincial and federal assistance.

Grants are available to students from low- and middle-income families, students with permanent disabilities and low-income students with dependants. Grants do not need to be paid back and students may be eligible to receive more than one grant at a time.

Loans are available to higher-income students. The loans are interest-free while you are in school and you don't have to start repaying them until six months after you complete your studies. Keep in mind, interest does accrue during that six-month period.

The new progressive grants are dependent on family income and family size. The grants progressively decline as annual income increases. Income thresholds are outlined in the following table.

Family size	Previous Year's Gross Annual Family Income for Maximum Grant Amount (\$3,000 Federal and \$1,000 Provincial)	Previous Year's Gross Annual Family Income for No Grant
1	\$30,000 or less	\$61,513 or more
2	\$42,426 or less	\$86,035 or more
3	\$51,962 or less	\$102,638 or more
4	\$60,000 or less	\$112,823 or more
5	\$67,082 or less	\$122,229 or more
6	\$73,485 or less	\$131,178 or more
7+	\$79,373 or less	\$138,897 or more



## Maximum Weekly Levels of Assistance

The student grants and loans are pro-rated weekly to accommodate varying program lengths. The tables below outline the maximum weekly levels of assistance which also depends on the type of educational program.

Maximum Grant	Canada Student Grant	Canada Student Loan	Sask Student Grant	Sask Student Loan	Total/ Weekly Assistance
Students in one-year and graduate programs	\$0	\$210	\$30	\$168	\$408
Students in multiple year certificate, diploma, or undergraduate programs	\$87	\$210	\$30	\$110	\$437
Medical students	\$87	\$210	\$0	\$365	\$662

Progressive Grant	Canada Student Grant	Canada Student Loan	Sask Student Grant	Sask Student Loan	Total/ Weekly Assistance
Students in one-year and graduate programs	\$0	\$210	Up to \$30	Up to \$198	\$408
Students in multiple year certificate, diploma, or undergraduate programs	Up to \$87	\$210	Up to \$30	Up to \$227	\$437
Medical students	Up to \$87	\$210	\$0	\$365	\$662

No Grant	Canada Student Grant	Canada Student Loan	Sask Student Grant	Sask Student Loan	Total/ Weekly Assistance
Students in one-year and graduate programs	\$0	\$210	\$0	\$198	\$408
Students in multiple year certificate, diploma, or undergraduate programs	\$0	\$210	\$0	\$198	\$408
Medical students	\$0	\$210	\$0	\$365	\$575

There is \$100 per year minimum for the each of the progressive grants and \$167 per year minimum for the loans.

## Additional Assistance for Students

Low-Income Students with Dependants	Canada Student Grant	Sask Student Grant
Dependants under 12 years old (or over 12 with a permanent disability), per week	\$47 per child	\$0

### Canada Student Grant for Students with Dependants

This grant provides \$47 per week of study per child to low-income students with dependant children under 12 years of age, or over 12 years of age with a permanent disability. The low-income thresholds are outlined in the following table.

Family size	Previous Year's Gross Annual Family Income For Low-Income
1	\$21,742 or less
2	\$27,068 or less
3	\$33,276 or less
4	\$40,403 or less
5	\$45,823 or less
6	\$51,681 or less
7+	\$57,538 or less

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## Grants for Students with Permanent Disabilities

<b>Students with Permanent Disabilities</b>	<b>Canada Student Grant</b>	<b>Sask Student Grant</b>
Canada Grant for Students with Permanent Disabilities	\$2,000 per year	
Canada-Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities	Up to \$8,000 per year	Up to \$2,000 per year

If you are a student with a permanent disability that restricts your physical or mental ability to perform daily activities necessary to participate fully in post-secondary studies or the work force, you may be eligible for additional assistance.

To be considered for the grants listed below, you must apply and qualify for a student loan (either a full-time or part-time loan) and supply documentation verifying your permanent disability. You may also be eligible to receive full-time assistance while studying between 40 and 59 per cent of a full course load.

### **Canada Grant for Students with Permanent Disabilities**

This grant provides \$2,000 per year to help cover living expenses, tuition, and books. Eligibility for this grant is determined when you apply for assistance. A separate application form is not required.

### **Canada-Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities**

This federal grant provides up to \$8,000 per year for exceptional education-related costs such as tutors, note-takers, interpreters, brailers, or technical aids. If your need exceeds the amount available from the Canada Grant for Services and Equipment for Students with Permanent Disabilities, the Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities may provide up to \$2,000 in additional assistance.

A separate application is required for this grant. Contact the Student Service Centre for an application or print the form at [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans).

## Applying for Full-Time Student Financial Assistance

Submit your online application early to ensure that you receive your funds at the start of your school term.

Applications for the upcoming loan year are available in late June. Remember that you only have to fill out one application to be considered for a Canada-Saskatchewan Integrated Student Loan and grants.

If you have questions or need help with your application contact the Student Service Centre:

Toll-free within Canada: 1-800-597-8278

Email: [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

In the Regina area or outside Canada: 306-787-5620

Before Classes Begin	
Three months before program start date	Complete your online application. Submit your required documents to the Student Service Centre.
When you receive your Notice of Assessment Letter and Master Student Financial Assistance Agreement (MSFAA)	Submit your signed MSFAA to the National Student Loans Service Centre (NSLSC). See <a href="#">Receiving Your Funds</a> section for more information.
Classes Begin	
Start of classes	The full amount of your Canada Student Loan and the first half of your Canada Student Grant will be paid. Your educational institution may request all or a portion of the Canada funding.  The first half of your Saskatchewan Student Grant will be paid directly to your bank account.
Second month of classes	First monthly payment of Saskatchewan Student Loan is paid. Payments will continue monthly until the last month of your study period. Your payment will be deposited directly into your bank account.
Mid-point of classes	Second payment of the Canada Student Grants and of the Saskatchewan Student Grant.
While in school	Inform the Student Service Centre immediately of any changes to course load, income or personal information.
Program Ends	
Approximately five months after end date (unless NSLSC is notified of return to full-time studies)	Consolidation Letter is sent from the NSLSC.
First day of seventh month (unless NSLSC is notified of return to full-time studies)	First loan payment due.

**Note:** Applications and any changes must be received 14 business days before your program end date to allow time for processing.

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## How Assistance is Calculated

Financial need is the amount you require to help you meet your financial commitments.

The formula to calculate the amount of assistance you will receive is as follows:

**Your Allowable Expenses - Your Expected Contributions = Your Financial Need**

### Example Scenarios

- A student attending a full-time college or university program can expect to pay between \$5,000 and \$8,700 per year in tuition. Living expenses will vary depending on if you live at home with your parents and/or spouse or relocate to complete your education.
- If you are a single student and live at home while studying, your total expenses should be about \$7,000 to \$10,000, depending on your program of study. If you are single and live away from home, you can expect your expenses to be \$11,000 to \$15,000. If you have dependant children, the cost will be higher.

#### Tip!

[www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) offers a variety of online tools to help you determine education costs and budget your finances.

## Allowable Expenses

Your assistance covers the following allowable expenses:

### Educational Expenses

Allowable educational expenses include the actual costs of tuition and compulsory fees. Books and supplies will be allowed as an expense up to a maximum of \$3,000.

### Living Allowance

Your living allowance provides money for shelter, food, miscellaneous items and local public transportation. If you are a single student living away from home, the shelter allowance is based on the expectation that you will share accommodations. Your living allowance is determined by your student category, family size, and province where you are studying. The allowance is a standard allowance for a moderate standard of living based on Statistics Canada's Family Expenditure Survey.

Saskatchewan Monthly Living Allowances	
Student Category	Approximate monthly living allowance
Single student living at home	\$518
Single student living away from home	\$1,185
Married student and spouse with child(ren)	\$2,310 + \$535 for each child
Single parent with child(ren)	\$1,600 + \$535 for each child

**Note:** These allowances are used to calculate your financial need. They are not the monthly amount you may receive.

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As a single student or a married student living in a different community than the family home (your parents or spouse), an allowance will also be included for one return trip home for each period of 16 weeks, to a maximum of \$600 per trip.

### **Daycare Allowance**

If you have dependant children under 12 years of age and you require full-time daycare, the allowable expense will be based on whether or not your daycare costs are subsidized. A \$20 per day incidental rate, up to the maximums outlined below, may be allowed upon a written request for review.

<b>Saskatchewan Monthly Daycare Allowances</b>			
<b>Number of Children</b>	<b>Subsidized</b>	<b>Unsubsidized</b>	<b>Incidental Maximum</b>
1	\$85	\$400	\$200
2	\$170	\$540	\$270
3	\$255	\$680	\$340
4 or more	\$340	\$820	\$410

### **Child Support and/or Alimony**

If you or your spouse are making child support and/or alimony payments, you can claim this expense up to a maximum amount of \$508 per child per month.

## **Expected Contributions**

You and your family are expected to contribute to the cost of your education. These contributions are used to determine how much assistance you are eligible to receive.

### **Student Contribution**

The student contribution is comprised of:

- The fixed student contribution up to \$3,000 per loan year (described below);
- Any scholarship or bursary more than \$1,800 received in one loan year (e.g., university entrance scholarships, doctoral fellowships, and private sector scholarship funds); and
- 100 per cent of all other funding you receive specifically to attend school such as training allowances from private sector or government excluding funding provided by the Post-Secondary Student Support Program (PSSSP) to eligible indigenous students.

#### Fixed Student Contribution

Students are expected to contribute to their educational costs by providing a fixed student contribution up to \$3,000 per loan year, with the exact amount being calculated based on their gross family income and family size.

Students are expected to use their income, assets, and other resources to make a fixed student contribution to their education costs each year.

There is no fixed student contribution for Indigenous students, students with permanent disabilities, students with children and students who are, or where, Crown wards.

Students with gross family income from the previous year equal to or below the low-income threshold will contribute \$1,500 for an eight-month academic year.

Family Size	Previous Year's Gross Family Income for Fixed Student Contribution
1	\$30,000
2	\$42,426
3	\$51,962
4	\$60,000
5	\$67,082
6	\$73,485
7+	\$79,373

A previous year's gross family income is defined by student category:

- **Independent students and single parents:** family income is comprised of the student's income only (found on Line 150 of the student's previous year's T1 General Income Tax Form).
- **Dependant students:** family income is comprised of the student's parental income only, which is used as a proxy for the dependant student (found on Line 150 of each parent's previous year's T1 General Income Tax Form).
- **Married/common-law students:** family income is comprised of the student's income and spouse's or partner's income (found on Line 150 of their respective previous year's T1 General Income Tax Form).

Students with gross family income from the previous year above the low-income threshold will contribute \$1,500 for an eight-month academic year plus an **additional 15 per cent** of income above the threshold to a maximum total contribution of \$3,000.

The expected fixed contribution will be pro-rated weekly. The weekly minimum contribution is \$44 per week up to the maximum weekly contribution of \$87 per week. The number of study weeks used to determine the fixed student contribution is capped at 34 weeks (i.e., an eight-month academic year) for each loan year. This means that no student contribution will be calculated for more than 34 weeks even if the period of study is longer.

Example:

Single independent student with previous year's gross income of \$35,000 going to school from September to April (8 months).

$$\text{\$44} + (15\% \times (\text{A} - \text{B}) \times (1/8) \times 12 \times (1/52)) \times 34 \text{ weeks}$$

- **A** is the prior year's gross family income (from Line 150 of the T1 General Income Tax Form);
- **B** is the gross annual family income threshold for the corresponding family size (see previous table); and
- **\\$44** is the minimum contribution (**\\$87** is maximum contribution).

$$(15\% \times (\text{\$35,000} - \text{\$30,000}) \times (1/8) \times 12 \times (1/52)) = \text{\$21.63/week}$$

$$\text{\$44} + \text{\$21.63/week} = \text{\$65.63} \times 34 \text{ weeks} = \text{\$2,231 Contribution}$$

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## Spousal Contribution

The income amount used to determine the fixed spousal contribution is the same as the family income used to calculate the fixed student contribution. The fixed spousal contribution for a student with a family income below the low-income threshold will be \$0. For income above the low-income threshold, the contribution will be **10 per cent** on the amount of family income above the low-income threshold. No fixed spousal contributions are expected from spouses who are students themselves, spouses in receipt of Employment Insurance benefits or social assistance, and spouses in receipt of federal or provincial disability benefits.

The expected fixed spousal contribution will be prorated weekly. The number of study weeks used to determine the fixed spousal contribution is capped at 34 weeks (i.e., an eight-month academic year) for each loan year. This means that no spousal contribution will be calculated for more than 34 weeks even if the period of study is longer.

### Example:

Married student (no children) going to school from September to April (8 months) with a previous year's income of \$25,000 along with their spouse's previous year's income of \$30,000 gives them a gross family income of \$55,000.

$$10\% \times (A - B) \times (1/8) \times 12 \times (1/52)$$

- A is the prior year's gross annual family income (student **plus** spouse); and
- B is the gross annual low-income threshold (see table in previous section).

$$10\% \times (\$55,000 - 42,426) \times (1/8) \times 12 \times (1/52) = \mathbf{\$36.27/week}$$

$$\mathbf{\$36.27/week} \times 34 \text{ weeks} = \mathbf{\$1,233 \text{ Spousal Contribution}}$$

Plus the student fixed contribution:

$$15\% \times (\$55,000 - 42,426) \times (1/8) \times 12 \times (1/52) = \$54.41/week$$

$$\$44 + \$54.41/week = \$98.41 \text{ however the maximum is } \$87/week$$

$$\text{Therefore } \mathbf{\$87/week} \times 34 \text{ weeks} = \mathbf{\$2,958 \text{ Student Contribution}}$$

## Parental Contribution

If you are a single dependant student, your parents are expected to contribute towards your education, based on their discretionary income. Discretionary income is their combined income in the last complete taxation year, after deductions for income tax, Canada Pension Plan, Employment Insurance, and a moderate standard of living, based on family size. Parents, their dependant children (including the student applying for assistance), and any dependants living in the household are all included to determine family size.

Completing the Parental Section of the application does not mean your parents are co-signing your student loans. You, as the applicant, are solely responsible for repaying your student loans.



Use the following charts or the Parental Contribution Calculator on [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) to estimate your parents' contribution.

To calculate parental net income, refer to the parental contribution example below. Subtract a Moderate Standard of Living (MSOL) expense to determine discretionary income.

<b>A Parental Contribution Example</b>		
<b>Parent 1</b>		<b>Parent 2</b>
\$30,000	Gross Income (Line 150 of tax return)	\$50,000
\$1,169	Less CPP (Line 308 of tax return)	\$1,744
\$514	Less EI (Line 312 of tax return)	\$670
\$1,629	Less taxes payable (Line 435 of tax return)	\$6,551
\$26,688	Net income	\$41,035
Combined net income		\$67,723
Less Moderate Standard of Living (family size of 4)		\$60,196
Discretionary income		\$7,527
Parental contribution per week of study.		\$24
For an eight-month (34 week) course, the parental contribution would be \$816		

The Moderate Standard of Living (MSOL) is based on Statistics Canada's Family Expenditure Survey.

<b>Family Size</b>	<b>Saskatchewan</b>	<b>Family Size</b>	<b>Saskatchewan</b>
2	\$42,050	7	\$74,848
3	\$52,668	8	\$78,342
4	\$60,196	9	\$81,424
5	\$66,038	10	\$84,184
6	\$70,814		

Your parents' discretionary income is then applied to the Parental Contribution Table.

Weekly Parental Contribution Table					
Annual discretionary income	Weekly parental contribution	Annual discretionary income	Weekly parental contribution	Annual discretionary income	Weekly parental contribution
0.01- 500.00	\$1	8,500.01 - 9,000.00	\$28	17,000.01 - 17,500.00	\$74
500.01 - 1,000.00	\$3	9,000.01 - 9,500.00	\$30	17,500.01 - 18,000.00	\$78
1,000.01 - 1,500.00	\$4	9,500.01 - 10,000.00	\$32	18,000.01 - 18,500.00	\$82
1,500.01 - 2,000.00	\$6	10,000.01 - 10,500.00	\$34	18,500.01 - 19,000.00	\$86
2,000.01 - 2,500.00	\$7	10,500.01 - 11,000.00	\$36	19,000.01 - 19,500.00	\$89
2,500.01 - 3,000.00	\$9	11,000.01 - 11,500.00	\$38	19,500.01 - 20,000.00	\$93
3,000.01 - 3,500.00	\$10	11,500.01 - 12,000.00	\$39	20,000.01 - 20,500.00	\$97
3,500.01 - 4,000.00	\$12	12,000.01 - 12,500.00	\$41	20,500.01 - 21,000.00	\$101
4,000.01 - 4,500.00	\$13	12,500.01 - 13,000.00	\$43	21,000.01 - 21,500.00	\$105
4,500.01 - 5,000.00	\$14	13,000.01 - 13,500.00	\$45	21,500.01 - 22,000.00	\$109
5,000.01 - 5,500.00	\$16	13,500.01 - 14,000.00	\$47	22,000.01 - 22,500.00	\$113
5,500.01 - 6,000.00	\$17	14,000.01 - 14,500.00	\$51	22,500.01 - 23,000.00	\$116
6,000.01 - 6,500.00	\$19	14,500.01 - 15,000.00	\$55	23,000.01 - 23,500.00	\$120
6,500.01 - 7,000.00	\$20	15,000.01 - 15,500.00	\$59	23,500.01 - 24,000.00	\$124
7,000.01 - 7,500.00	\$22	15,500.01 - 16,000.00	\$63	24,000.01 - 24,500.00	\$128
7,500.01 - 8,000.00	\$24	16,000.01 - 16,500.00	\$66	24,500.01 - 25,000.00	\$132
8,000.01 - 8,500.00	\$26	16,500.01 - 17,000.00	\$70	25,000.01 - 25,500.00	\$136

If your parents have two or more dependant children studying in full-time post-secondary education, the parental contribution is divided accordingly.

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## Student Financial Assistance for Part-Time Studies

### Canada Student Loans for Part-Time Studies

The Government of Canada offers loans and grants for part-time studies to students taking between 20 and 59 per cent of a full course load.

As a part-time student you may be eligible to borrow up to \$10,000 in Canada Student Loans. Interest does not accrue on part-time loans if you confirm your enrolment while in studies. You do not have to begin repaying your loan until six months after you graduate or leave school; however, interest will accrue during those six months.

There is no maximum length of assistance for part-time students. However, the maximum loan amount at any time cannot exceed \$10,000. Loan applications for part-time students are available from the Student Service Centre or online at [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans). Visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for more information on financial assistance for part-time students.

You may be eligible for a Canada Student Loan for Part-Time Studies if you:

- Are from a low- or middle-income family as defined by the Canada Student Loans Program;
- Are enrolled in 20 to 59 per cent of a full course load (if you are a student with a permanent disability, and you are taking 40 to 59 per cent of a full course load, you can choose to be considered full-time or part-time);
- Are enrolled in a degree, diploma, or certificate program (minimum 12 weeks within a 15-week period) at a designated post-secondary institution;
- Successfully complete all courses for which funding was provided; and
- Pass a credit check if you are 22 or older and applying for a Canada Student Loan and Grant for the first time.

### Canada/Saskatchewan Student Grant for Part-Time Studies

Part-time students with low incomes who qualify for a Canada Student Loan and meet the grant eligibility requirements may be eligible for a federal student grant of up to \$1,800 and a provincial student grant of up to \$800 per academic year.

### Canada Student Grant for Part-Time Students with Dependants

Part-time students with low incomes and up to two children under 12 years of age (or 12 years or older with a permanent disability) may be eligible for \$40 per week of study, up to a maximum of \$1,920, and those part-time students with three or more children may be eligible for \$60 per week of study up to a maximum of \$1,920.

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## Receiving Your Funds

The National Student Loans Service Centre (NSLSC) administers your loan on behalf of the Government of Canada and the Government of Saskatchewan.

### Your First Student Loan Application

Once your application has been assessed, first-time applicants will receive an information package posted to your online account including:

- Your Master Student Financial Assistance Agreement (MSFAA);
- Instructions on what to do with the MSFAA to get your funding; and
- A Notice of Assessment Letter with information on the amount of your assistance including the payment schedule for your student loan and grants.

As soon as you receive your MSFAA, you will print it, sign it, and take it, along with valid government identification and your Social Insurance Number (SIN), to:

- The Student Service Centre located in Regina;
- A designated Canada Post outlet; or
- If studying outside Canada, or if you cannot access a designated Canada Post outlet, mail your documents along with copies of your government-issued identification to the National Student Loans Service Centre.

Valid government photo identification includes:

- Driver's license;
- Passport;
- Provincial health card with a photo; or
- Permanent residency or citizenship card.

Valid SIN documentation includes:

- SIN card/letter;
- Canada Revenue Agency Notice of Assessment, GST, or Child Benefit Statement;
- Canada Pension Plan Statement of Contributions; or
- SIN confirmation from Service Canada.

The NSLSC will confirm your enrolment electronically with your school. If your school does not confirm enrolment electronically, the NSLSC will mail the confirmation of enrolment form to you or your school and the school will return it to the NSLSC.

Once your enrolment is confirmed, the NSLSC will electronically deposit funds into the bank account that you provided on the MSFAA. Funds will be deposited as outlined in the payment schedule in your Notice of Assessment Letter or directly to your school to cover your academic fees.

#### Tip!

Visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) to find a designated Canada Post outlet near you.

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## Maintaining Your Eligibility While in School

### Your Responsibilities

After you have obtained your funds and are attending classes, you must do the following to keep your interest-free status and stay eligible for future funding:

- Continue to be enrolled in 60 per cent or more of a full course load each semester (40 per cent for students with a permanent disability). Your school determines what a full course load is for each term or semester of each study period;
- Achieve successful completion; and
- Maintain regular attendance at all times. If your attendance drops below 90 per cent or you miss more than three consecutive weeks (21 calendar days), you will be considered discontinued for student loan purposes. Your study period will be considered unsuccessful.

You may be considered discontinued if you drop below the minimum required course load for the following reasons:

- You withdraw from studies on your own accord;
- You change schools during your study period; or
- You are expelled before the end of your study period.

It is your responsibility to contact the school regarding possible tuition refunds.

- One discontinuation: Receives a warning but remains eligible for assistance.
- Two discontinuations: Lose eligibility for assistance for 12 months.
- Three discontinuations: Lose eligibility for assistance for a minimum of 36 months.

During these periods of ineligibility you must maintain your student loans in good standing to regain future eligibility.

- You must complete your studies within the required eligibility periods. For each level of study, you are eligible for assistance for the normal duration of the program plus one additional year. Students with permanent disabilities are exempt from this criteria.
- You must not exceed the lifetime maximum of 340 weeks of study. The lifetime maximum may be extended up to an additional 60 weeks (to a maximum of 400 weeks) for full-time students enrolled in doctoral studies. Students with permanent disabilities may receive assistance for up to 520 weeks.

#### **Important!**

If you withdraw during your first semester or term and plan to attend full-time in the second semester or term, you must submit a new application to the Student Service Centre.

#### **Important!**

The lifetime maximum for assistance includes the weeks you received student loans and any weeks you did not receive student loans but were in interest-free status.

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## Keeping Government Student Loans Interest-Free

Whether you take out a new student loan for upcoming studies or not, your existing loan holder(s) need to know that you are still in school. If not, you will lose the interest-free status on your existing loans and you will have to start repaying loans earlier than expected.

All your lenders must receive Confirmation of Enrolment information, completed by your post-secondary institution. This proves you have registered for upcoming studies.

If you are taking out a new loan, your school will provide Confirmation of Enrolment as part of the process for full-time students. If you are not taking out a new loan, you must provide Confirmation of Enrolment which is available through your NSLSC borrower account or at [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance).

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## Repaying Your Student Loan

### Consolidating Your Loan

Six months after you have completed full-time study, whether you have graduated, transferred to part-time studies, withdrawn, or you are taking time off from your studies, you will need to begin repaying your student loan. This is called student loan consolidation.

Prior to your loan(s) entering the repayment phase, the National Student Loans Service Centre will send you a Consolidation Letter. It outlines your repayment terms and your minimum monthly payment. You also can negotiate your monthly payment amounts with the National Student Loans Service Centre, pay in lump sum or pay out your loan early. Contact the National Student Loans Service Centre if you have not received your repayment information one month before your loans consolidate.

Even though you are not required to make a payment for six months after completing your studies, interest will accumulate during this time. Any unpaid interest accumulated during this six-month period will be capitalized and included in your principal balance at the time of consolidation. Your first loan payment is due:

- On the first day of the seventh month following the date your period of study ends; or
- The end date you withdraw from studies.

#### Example

- Period of Study End Date: April 30, 2017
- Date six-month non-repayment period begins (interest starts to accrue): May 1, 2017
- Date six-month non-repayment period ends: October 31, 2017
- First loan payment due date: November 1, 2017

### Interest on Canada Student Loans

- Fixed Interest Rate (Prime<sup>1</sup> plus 5%) or
- Floating Interest Rate (Prime plus 2.5%).

### Interest on Saskatchewan Student Loans

- Fixed Interest Rate (Prime plus 2.5%) or
- Floating Interest Rate (Prime).

Your loans will be automatically consolidated with the floating rate of interest. You will have a one-time option of switching to the fixed rate of interest during your repayment period.

To compare different repayment options, visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) to check out the Loan Repayment Estimator.

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<sup>1</sup> Prime is defined by the Canada Student Loans Program in accordance with *The Canada Student Loans Act* or *The Canada Student Financial Assistance Act*.

If you received a Canada Student Loan before August 1, 2000, and/or a Saskatchewan Student Loan before August 1, 2001, you must also sign a Consolidation Agreement for each loan with the financial institution(s) holding these loans.

You must contact your financial institution(s) and sign a loan Consolidation Agreement within six months of completing your full-time studies. In some instances, you may have two or more separate monthly loan payments.

Date you received your student loan	Canada Student Loans	Saskatchewan Student Loans
On or After August 1, 2001	Contact the National Student Loans Service Centre	Contact the National Student Loans Service Centre
August 1, 2000 to July 31, 2001	Contact the National Student Loans Service Centre	Contact the Royal Bank of Canada

The National Student Loans Service Centre offers online services to keep track of the activity on your student loan account as well as update your personal information. Go to [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) to register.

## Maintaining Your Loan While in Repayment

As a borrower, you are required to fulfill your obligations and responsibilities of the repayment terms and conditions of your loan. Missing payments could damage your credit rating, and your student loan could go into default. Contact the National Student Loans Service Centre before you miss a payment. There are repayment options available to help you manage your payments and avoid defaulting on your loan.

Defaulting on your loan will affect your credit score and in turn, your ability to purchase something as simple as buying a new cell phone!

Visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) to find out more about repayment assistance and how to manage your student loan debt.

## Repayment Assistance Plan

Annual gross family income thresholds for zero payment under Repayment Assistance Plan (RAP) have been updated as of November 1, 2016. Visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for details.

### Interest on Loan Payments

Once you are in repayment, any interest you pay may be claimed on your income tax return. For each year you are in repayment, you will receive a tax form indicating the amount of interest paid during that tax year from the National Student Loans Service Centre (or your financial institution if you have a loan prior to 2001).



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The RAP makes it easier for you to manage your debt. You can pay back what you can reasonably afford, based on your family income and family size. Monthly payments are limited to 20 per cent or less of a borrower's gross family income. No borrower on RAP will have a repayment period of more than 15 years, or 10 years for borrowers with permanent disabilities. If borrowers earn very little income, they may not be required to make loan payments until their income increases. To apply, complete the online application through your account with the National Student Loans Service Centre.

## Repayment Assistance Plan – Permanent Disability

The Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD) is available to borrowers with a permanent disability who are having difficulty repaying their student loan debt. RAP-PD makes it easier for you to manage your student debt and will consider additional medical expenses related to your disability. You can pay back what you can reasonably afford based on your family income and family size. Monthly payments are limited to 20 per cent or less of a borrower's gross family income and no borrower will have a repayment period of more than 10 years. If borrowers earn very little income, they may not be required to make any loan payments until their income increases. To apply, complete the online application and Permanent Disability Expense form through your account with the National Student Loans Service Centre.

**Note:** If you are a student with a severe permanent disability who is prevented from working and going to school and who will never be able to repay your loans, you may benefit from having your loans immediately cancelled under the Severe Permanent Disability Benefit. For more information, please visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) or call the National Student Loans Service Centre.

## Revision of Terms

You may ask the National Student Loans Service Centre about reducing your monthly payment amount by extending the length of time you take to repay your loan. This will lower your monthly payments, but you will pay more interest over time. Contact the National Student Loans Service Centre for more information.

## Loan Forgiveness for Nurses and Nurse Practitioners

The Saskatchewan Student Loan Forgiveness for Nurses and Nurse Practitioners program encourages nurses and nurse practitioners to work in smaller communities. As a nurse or nurse practitioner, you could receive up to \$4,000 per year in Saskatchewan Student Loan forgiveness to a maximum of \$20,000 over five years. Please visit [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans) for more information.

You may also be eligible for federal loan forgiveness on your Canada student loans. The Canada Student Loans Program offers federal loan forgiveness for nurses and nurse practitioners, as well as family doctors and family medicine residents, serving in rural and remote communities. Please visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for more information.

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## Bankruptcy and Overpayments

### Bankruptcy

Are you a student loan borrower who:

- Has filed for bankruptcy?
- Has filed a consumer proposal?
- Is participating in a provincial arrangement for the orderly payment of debts?

If so, contact the Student Service Centre at 1-800-597-8278 or [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca) for more information on student loan eligibility.

### Overpayments

An overpayment is assistance you received for which you are not eligible. An overpayment can occur if your application is reassessed due to a change in your circumstances.

For example, if you discontinued studies during a study period, if your income changed, or if an audit of your application uncovered inaccurate information, the Student Service Centre may determine that you have been overpaid.

Overpayment amounts are deducted from future assistance awarded under the program. It is your responsibility to contact your school to ensure possible tuition refunds have been processed. This may reduce the amount of your outstanding overpayment.

**Note:** Students can appeal the grant to loan conversion on the grounds that the withdrawal or change to part-or full-time status was the result of unforeseen and unavoidable circumstances or if the educational institution made an error in reporting the withdrawal from full-time studies. Supporting documentation will be required. Appeals must be made within six months of the date the conversion occurred.

### Falsified Information

The Canada-Saskatchewan Integrated Student Loans Program is dedicated to providing assistance to support students seeking post-secondary education under the terms of federal and provincial student loan legislation and policy.

It is an offence under *The Canada Student Financial Assistance Act* and *The Saskatchewan Student Assistance and Student Aid Fund Act, 1985* to knowingly give false or misleading information on your application or other forms. Offences may also be punishable under the Criminal Code of Canada. All of the information submitted on your application is subject to audit and verification.

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If it is determined that an individual knowingly committed fraud or misrepresentation, the Canada Student Loans Program may apply administrative measures and possibly require the individual to immediately repay loans or grants received through misrepresentation (as per subsection 17.1(1) of *The Canada Student Financial Assistance Act* and section 18.1(1) of *The Canada Student Loans Act*). Administrative measures specifically refer to the individual being restricted from student financial assistance, such as loans, grants, repayment assistance and in-study interest-free status, for a period of one to five years.

If you know of someone providing false information while receiving a financial benefit, please contact Audit Services, who are responsible for investigating allegations of improper funding. Allegations are serious and all contacts will be investigated. We assure you that you will remain anonymous.

**Audit Services Unit**

Telephone: 1-800-597-8278

Fax: 306-798-0016

Mailing Address: Audit Services  
Ministry of Advanced Education  
PO Box 2405 STN Main  
Regina, Saskatchewan S4P 4L7

E-mail: [Audit.Services@gov.sk.ca](mailto:Audit.Services@gov.sk.ca)

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## Student Financial Assistance Scholarships

The Ministry of Advanced Education administers scholarships for students who are entering post-secondary education and individuals in graduate studies. Visit the Scholarships and Grants page at [saskatchewan.ca](http://saskatchewan.ca) for more information or an application for the scholarships below.

### **Federal-Provincial Scholarships for Students in French**

The Federal-Provincial Fellowship scholarship is designed to encourage Saskatchewan students to study in French in Saskatchewan or at an out-of-province post-secondary institution when program of study is not offered in Saskatchewan.

### **Saskatchewan Advantage Scholarship**

The Saskatchewan Advantage Scholarship provides every Saskatchewan grade 12 graduate (2012 and after) who enrolls at a Saskatchewan post-secondary institution with up to \$500 per year to a maximum of \$2,000. Your school applies for this scholarship on your behalf. A separate application form is not required.

### **Scholarship of Honour**

The Saskatchewan Scholarship of Honour recognizes Saskatchewan men and women who have served in a military operation since January 2001, and the families of Canadian Forces members who have been injured or died in a military operation since January 2001. Eligible individuals will receive a \$5,000 scholarship to assist with post-secondary education expenses.

### **Queen Elizabeth II Scholarship**

This \$20,000 scholarship is awarded annually, to support graduate or post-graduate study of Saskatchewan politics and government at either of Saskatchewan's universities. The scholarship is awarded on the basis of academic excellence to one student or split equally between deserving candidates.

### **Queen Elizabeth II Centennial Aboriginal Scholarship**

This \$20,000 scholarship is to be awarded annually to First Nations and Métis students who are pursuing graduate studies in any field at any accredited university in Saskatchewan. Students must have graduated from a university in Saskatchewan. Preference will be given to students who have attended or received an undergraduate degree from the First Nations University of Canada. The scholarship is awarded on the basis of academic excellence to one student or split between equally deserving candidates.

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## Contact Information

It is important to keep your file up to date with the National Student Loans Service Centre and the Student Service Centre. You must provide them with any changes to your personal information, including address changes, while you are in school and after graduation.

### **For questions on the assessment of your loan:**

#### **Student Service Centre**

Ministry of Advanced Education  
1120 - 2010 12th Avenue  
Regina, Saskatchewan S4P 0M3

Telephone outside Regina: 1-800-597-8278  
In the Regina area or outside Canada: 306-787-5620  
Fax: 306-787-1608

Email: [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

Website: [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans)

For security reasons, do not include your SIN if you contact us by email.

### **For questions on receiving your payments or repaying your loan:**

#### **National Student Loans Service Centre**

P.O. Box 4030  
Mississauga, Ontario L5A 4M4

Telephone within North America: 1-888-815-4514  
Outside North America with an international access code: 1-800-2-225-2501  
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

TTY: 1-888-815-4556  
Fax: 1-888-815-4657

Website: [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance)

### **For Saskatchewan Student Loans prior to August 1, 2001:**

Contact the Royal Bank of Canada at:

Telephone: 1-888-359-4770

Website: [www.rbcroyalbank.com](http://www.rbcroyalbank.com)

Vous pouvez obtenir cette publication en français au à : [saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans)

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## Glossary

**Academic year:** defined by your school, up to a maximum of 12 months. An academic year may comprise multiple terms or semesters, including spring and summer session.

**Allowable expenses:** expenses used in the calculation of your funding amount.

**Bursary:** funding that does not have to be paid back.

**Capitalization:** this happens when you add unpaid accumulated interest to the principal of a loan. It increases the total principal outstanding.

**Confirmation of Enrolment:** confirms that you are enrolled in school full-time. Confirmation of Enrolment is done electronically between your school and the National Student Loans Service Centre.

**Consolidation Letter:** a letter is sent to you (the borrower) when you enter the repayment phase of your loan, indicating the terms of repayment. The first loan payment is due on the first day of the 7th month after classes end in your final term.

**Default:** when you are behind on your payments for nine or more months and collection activities are required. Defaulting on your loan will make you ineligible from receiving future student financial assistance or from applying for repayment assistance under the Repayment Assistance Plan.

**Dependant student:** a single student with no children who has been out of high school for less than four years or in the work force for less than two periods of 12 consecutive months (two years).

**Designation:** process by which schools obtain the necessary recognition that allows their students to be eligible for assistance.

**Designated institution:** schools where students are eligible to receive assistance.

**Discretionary income:** disposable income after taxes and living expenses.

**Financial need:** amount required to supplement your existing funds to meet your financial commitment.

**Full-time student:** enrolled in 60 per cent of a full course load (or 40 per cent for students with permanent disabilities) as determined by the school.

**Grant:** funding that does not have to be paid back.

**Independent student:** a single student with no children who has been out of high school for more than four years or in the work force for at least two periods of 12 consecutive months (two years).

**Interest-free status:** while you are in school full-time, the Government of Canada and the Government of Saskatchewan will pay the interest on your student loans.

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**Lifetime maximum:** the maximum time frame (340 weeks) you are eligible to receive money and to maintain your student loans in interest-free status. Students in doctoral studies receive 400 weeks and students with a permanent disability receive 520 weeks.

**Moderate standard of living:** amount determined by Statistics Canada that is required to maintain a moderate standard of living per family size.

**National Student Loans Service Centre:** the service provider responsible for the payment and collection of your student loan and grant funds on behalf of the Government of Canada and the Government of Saskatchewan.

**Non-Repayment (Grace) Period:** the six-month period after you graduate or leave school during which you are not required to make loan payments. However, interest on your loan builds up during this period and you are responsible for paying this interest. You can choose to add it to your principal (capitalization), but if you do, you will not be able to claim the interest on your income tax return. Please note this is not the same as interest-free status.

**Notice of Assessment Letter:** information on the calculation of your assistance and the payment schedule.

**Overpayment:** amount of assistance you received for which you are not eligible.

**Permanent disability:** a functional limitation caused by a physical or mental impairment which restricts a person's ability to perform the daily activities necessary to participate fully in post-secondary studies or in the labour force, and is expected to remain with the person for the person's expected life.

**Resident:** a person who has resided in the province for 12 consecutive months prior to the first day of their study period.

**Scholarship:** funding which is merit- based, and does not have to be paid back.

**Study period:** length of time that a student is enrolled at a designated institution throughout the school year. (September to April, for example).

**Successful completion:** passing a minimum of 60 per cent of a full course load or 40 per cent of a full course load for students with a permanent disability.

**Withdrawal:** dropping below the required course load for the study period/program for which you have received funding.









# Canada-Saskatchewan Integrated Student Loan Handbook

## Canada-Saskatchewan Integrated Student Loans Program Important Steps in Planning and Financing Your Post-Secondary Education

2017-18

### Need more information?

Telephone: Outside Regina call toll-free: 1-800-597-8278  
Regina area (or outside Canada): 306-787-5620

Fax: 306-787-1608

Business Hours: 8:00 a.m. to 5:00 p.m. Monday to Friday

Mailing Address: Student Service Centre,  
Ministry of Advanced Education  
1120 - 2010 12th Avenue  
Regina, Saskatchewan S4P 0M3

[saskatchewan.ca/studentloans](http://saskatchewan.ca/studentloans)

[www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance)

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