



Provincial Training Allowance

Paper Application Instructions

2018-19

www.Saskatchewan.ca

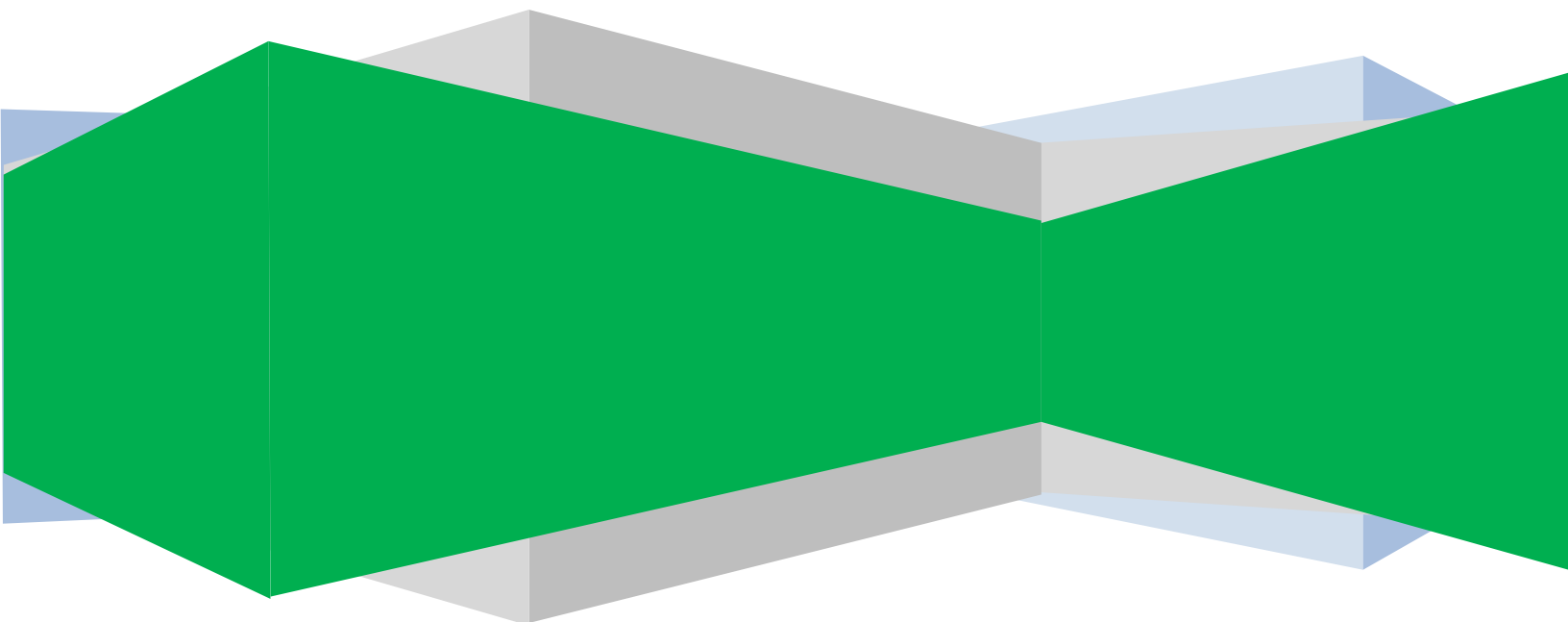


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About the Program

Provincial Training Allowance (PTA) provides funding to assist with the costs of living for low income adult students enrolled full-time in basic education, workforce development programs or skills training under 12 weeks.

Learners are eligible to apply for PTA after being accepted in an approved training program. Training programs must be approved by the Saskatchewan Ministry of the Economy.

Your PTA application will be assessed and if approved, your monthly PTA amount will be determined by your financial need.

You have two options for applying for PTA:

1. On-line at <http://www.saskatchewan.ca/residents/jobs-working-and-training/job-training-and-financial-support-programs/provincial-training-allowance/apply-for-pta-assistance>
2. Paper application <http://publications.gov.sk.ca/documents/310/89881-PTA%20Paper%20Application%202017-18.pdf>

The PTA Coordinator at your Training Centre will assist you with the application process and provide you with information about the program.

It is an offence to knowingly give false or misleading information on your application or other forms.

Offences may be punishable under the *Criminal Code of Canada*. All of the information submitted on your application is subject to audit and verification.

For information about **your eligibility** for the program, how your financial need will be calculated, and the amount of assistance available to you, please refer to the [PTA Learner Handbook](#) available on the website.

Information in this document may be subject to change.

Getting Started

Helpful Tips in Completing the Application

- Apply as soon as you are enrolled in your program. It takes up to 14 business days to process your application.
- Use a black or blue pen to fill out your application and any other forms you submit with your application.
- It is your responsibility to understand the questions in the application. The instructions are there to help you. If you are in doubt, check with the PTA Coordinator at your Training Centre.
- When entering dates, use the two-digit day followed by the three-letter abbreviation for the month and the four-digit year, for example, August 9, 1975 would be 09 Aug 1975.
- An incomplete or unreadable application means delays in processing your application. It is important that you answer every question that applies to you, and indicate those that do not apply by using N/A. Make sure you (and your parents or spouse) read and sign the declarations.

- **Important Deadlines** – Please speak with your PTA Coordinator to ensure that your application or changes to information are submitted on time.

Keep a File

When you have finished completing the application, make a photocopy for your records. Each year a number of student files are selected for audit. If you are selected, the information you have supplied will be checked for completeness and truthfulness. You may be asked to submit any of the following:

- copies of income tax returns;
- T4 slips and schedules;
- bank statements;
- rent receipts;
- letters from employers confirming your earnings;
- receipts for tuition and books;
- child care receipts;
- separation/divorce agreements; and
- any other documentation that would help to verify the information in your application.

Changes to Personal Situation

If your information changes at any time during your study period, you must provide the new information to the Student Service Centre through your Training Centre. Your original application will be reviewed, and if necessary, a reassessment will be completed. This could result in an increase or decrease in your assistance, or no change. An overpayment calculation may result from a decrease in eligibility. Reassessments may take up to four weeks to process.

The PTA Coordinator at your Training Centre will provide you with the necessary information and forms to complete as soon as you advise them of a change to any of the following information:

- name;
- address;
- marital status or dependent children;
- program information (i.e. dates of study);
- income or assets;
- child care;
- banking information; or
- parental, spousal or dependant information.

Section 1: Applicant

Applicant Demographic

Tell us about yourself. We need some personal information about you so we can establish a file and correspond with you.

One of the items we need is your Social Insurance Number (SIN). If you do not have one, contact a Service Canada office: www.servicecanada.gc.ca. You'll find a list of offices in the Blue Pages of your phone directory. We cannot process your application without a valid SIN. Your SIN will be verified with the Canada Revenue Agency when you apply for assistance.

We also need your Saskatchewan Health Services Number (HSN). If you do not have one, contact Saskatchewan Health at 1-800-667-7551. We cannot process your application or nominate you for Supplementary Health Benefits without a valid HSN.

You are considered a Saskatchewan Resident if you are registered with Saskatchewan Health and you have a valid Saskatchewan HSN.

Mailing Address

We need a reliable address where we can forward your mail. The address you should provide is the one you want your mail to be delivered to while you are in your program.

Applicant Category

Determining Your Student Category

The information you provide regarding your marital status and dependants determines your level of assistance.

Marital Status

The information reported here must be current as of the date of application. Check the box to indicate your marital status and if it is anything other than single, state the commencement date.

Students identified as married are either legally married or in a common-law relationship.

You are considered common-law if you do not have a legal spouse, or you are living separate and apart from your legal spouse. You are also considered common-law if, and another individual:

- lives with you for a period of not less than three consecutive months before the start date of the program; OR
- lives with you and represents himself /herself as your spouse or as the parent of your child; OR
- lives with you and is a parent of your child; OR
- lives with you and for any purpose identifies you or your child as his or her dependant.

If you are married or common-law, have your spouse complete Section 3 of the application and you must include your own assets and your spouse's assets under "Applicant Assets".

If you previously applied for assistance as common-law or married and you are no longer in that relationship, select "separated" (or divorced or widowed) and indicate the date of separation.

If you are married but your spouse does not reside in Saskatchewan, you must apply as a single independent student.

If your marital status or the number of dependent children living with you full-time changes at any time while you are in school, you must inform your Training Centre immediately. The PTA Coordinator at your Training Centre will forward the necessary information to Student Service Centre Financial Assistance. Your application will be reassessed accordingly.

If you get divorced or separated while receiving PTA, you must submit a legal separation agreement or other third party documentation stating the date of separation, any child custody arrangements and division of assets. You must inform the PTA Coordinator at your Training Centre and they will forward the necessary information to the Student Service Centre.

Applicant Dependants

List all your dependent children as of the date of application. List all dependants under 18 years of age who live with you full-time (at least 50 per cent of the time or 15 days per month) and who are included on your Saskatchewan Health Services record including any foster children listed on your health card. This information will be verified with the Ministry of Health. Please ensure your Health records are up to date.

Note: If you are declaring foster children, you must declare the foster care/sufficient interest income under “Other Income”.

If the dependant is not listed on your Saskatchewan Health record but lives with you at least 50 per cent of the time (15 days per month), the dependant may be included if the following proof of full time custody is provided:

- Income tax return claiming dependant(s); OR
- Canada Child Tax Benefit statement showing the dependant(s); OR
- Legal custody agreement outlining custody of the dependant(s); OR
- Statutory declaration with third party declaration of full time custody; OR
- A letter/statement from Ministry of Social Services confirming full time custody of children who have been living with you full time for a long period of time (ie. one year) .

Dependants not listed on your Saskatchewan Health record will not be provided with Supplementary Health Benefits. Dependants between 18 and 19 years of age may be included if they are your child and they:

- are living with you; and
- are attending high school; and
- have never been married; and
- do not have dependent children of their own.

If the dependant is over 19 and still in high school, s/he may be included on a review basis. Discuss this with the PTA Coordinator at your Training Centre.

If you do not have full-time custody (less than 15 days per month) of your children, allowances will be provided for the time the children actually live with you. You must attach a letter stating how many days per month the children reside with you as well as the children’s names, dates of birth and Saskatchewan HSN. You will not be provided with child care allowance for children who live with you less than full-time.

Child Care Expenses

Child care allowances are based on average subsidized or unsubsidized amounts for children 11 years of age and under. Full-time and/or incidental child care is available only for children 11 years of age and under who live with you full-time. If your children are school aged and they attend child care before and/or after school every day, this would be considered full-time child care.

An incidental daily allowance may be allowed upon written request for the following reasons:

- regular incidental child care (e.g . two full days per week or two after-school days per week);
- child care for children while unemployed spouse is looking for work;
- child care for professional development days and school breaks of less than two weeks.

A written request for incidental child care allowance is required specifying the number of days and reason the children require incidental care.

For information about allowances refer to the [PTA Learner Handbook](#) available on the website.

Single Students Without Dependents

If you are single with no children, you must complete the **“Single Students without Dependents”** section of the application to determine whether you are a dependent or independent student. Check the box(es) that apply to your situation.

For purposes of determining two periods of 12 consecutive months in the second question, you are considered to be seeking employment during periods of time when you were unemployed, including periods while you were in receipt of Employment Insurance (EI) benefits, Social Assistance or Transitional Employment Allowance (TEA).

If you check “none of the statements apply,” then you are considered a dependent student and your parents must complete **Section 2 – Parents or Guardians of Single Dependent Applicant**.

Applicant Eligibility

New in 2017-18: PTA is not available to learners who are taking Adult 12 classes for upgrading purposes if they have already received their Grade 12 standing.

Citizenship

Check the applicable box to indicate your citizenship status, and if applicable, the date of Permanent Residency. If you are a Protected Person you must submit a copy of your “Notice of Decision” or “Verification of Status.”

Permanent Residents (formerly Landed Immigrants) who are sponsored by individuals or organizations are not eligible for financial assistance for the term of the sponsorship. Sponsors are responsible for supporting the Permanent Resident financially when he or she arrives for the term of the sponsorship. You should not apply for PTA during the term of the sponsorship.

Status Declaration

These questions are voluntary. If you are of Aboriginal ancestry or a visible minority, check the appropriate box. For Aboriginal ancestry, please indicate which group you belong to.

If you consider yourself disabled, check the appropriate boxes.

Applicant Education History

Indicate the last day you attended high school or if you have not attended high school, enter the last day you attended elementary school. State the name of the school, the location and the date you last attended or graduated. Check the level of study (elementary or high school). Do not include the date you last attended ABE or GED®.

Applicant Study Period Information

For information about living allowances refer to the [PTA Learner Handbook](#) available on the website.

Indicate where you will be living while you are in your program. Family Home is determined as follows:

- If you are a single person, your family home is where your parents live.
- If you are a single parent, your family home is where you and your children live.
- If you are married or common-law, your family home is where you and your spouse live together.

Remember, if your spouse does not reside in Saskatchewan, you must apply as a single independent student.

Provide the distance, one-way, in kilometres if you are not living at your family home while in the program.

Applicant Assets

You and your family are expected to contribute to the cost of your education, with contributions coming from both assets and income. For information about expected contributions, refer to the [PTA Learner Handbook](#) available on the website.

You must provide us with information about all of your financial assets owned as of the day you begin school. The appropriate asset exemptions will be applied to determine the amount you will be expected to contribute. For information about asset exemptions, refer to the PTA Handbook.

If you are married or in a common-law relationship, include the assets of yourself and your spouse.

In reporting cash assets, include cash you and your spouse have in chequing and savings accounts. Also include any other financial investments.

In reporting Registered Retirement Savings Plans (RRSP), include all the RRSPs you and your spouse have, including those that are locked in and cannot be accessed.

In reporting other financial investments you and your spouse have – Canada Savings Bonds, provincial savings bonds, corporate bonds, guaranteed investment certificates, T-bills, mutual funds, term deposits, trusts and shares include all types, regardless of whether they can be readily converted to cash. If you report financial investments, you must also report any interest/dividend income you will receive in the income section. You are not required to report investments which were the obtained as a result of Residential School Compensation Payment or payment of land claim of an Indian band.

Do not include Registered Disability Savings Plans (RDSP) as investment. These investments are exempt.

If you don't have any assets, check the box to indicate that you and your spouse do not have any assets on the first day of your program.

You must advise the PTA Coordinator at your Training Centre if you (or your spouse) acquire or sell any financial investments while you are in the program. They will forward the necessary information to Student Service Centre. This may result in a reassessment of your application.

Applicant Income

You are not required to report employment or self-employment income. For information about expected contributions, refer to the [PTA Learner Handbook](#) available on the website.

In reporting some types of your income, you will have to estimate to the best of your ability. The income to be reported is your income **before** any deductions, and must be the **monthly gross income**. If your income varies from month to month, an average may be used based on a four-month period.

Report any Employment Insurance (EI) benefits.

Resettlement Assistance/Immigration Funding includes any monies paid directly to you or on your behalf for rent, daycare, utilities, etc.

If you are reporting income from Registered Education Savings Plan (RESP), declare the amount you will receive for the study period including the beneficiary portion as well as any additional funds the RESP subscriber provides to you for your studies this year. Determine the monthly amount by dividing the total you will receive by the number of months in your study period.

Report all funds you expect to receive specifically for your education. This includes monetary gifts and training allowances not already declared elsewhere in the application.

Other Income

Report gratuities, tips, insurance payments, inheritances, foster care/sufficient interest income, and any income from any source not already declared in this application.

Report **scholarships and bursaries** as a total for the entire year (not monthly) and specify the name.

Do not forget to check the box if you have no income. You must advise the PTA Coordinator at your Training Centre **immediately** if your income changes. The PTA Coordinator at your Training Centre will forward the necessary information to the Student Service Centre.

The following items are NOT to be reported as income:

- Employment or self-employment income
- Saskatchewan Child Benefit
- National Child Benefit
- Skills Training Benefit
- Income tax refunds
- Property tax credits

- GST credit
- Any tax credits
- Utility rebates
- Student loans from private lenders
- Saskatchewan Rental Housing Supplement
- Saskatchewan Employment Supplement
- Payment of land claim of an Indian band
- Residential School Compensation Payment
- Universal Child Care Benefit
- WFDPD Funding (Workforce Development for Persons with Disabilities), Saskatchewan Assured Income for Disability (SAID) or other disability support funding
- Hepatitis 'C' Compensation Payment
- SGI Rebates

Confirmation of Income

You may be required to confirm your (and your spouse, if applicable) actual earnings. Keep copies of all the documents related to your (and your spouse's, if applicable) earnings, including income tax returns, pay stubs, receipts, etc. A reassessment of your application will be done when this information is confirmed.

Banking Information

Your PTA will be transferred directly to your bank account. Attach a cheque marked "VOID" or complete the Banking Information section. Contact your bank if you need assistance completing this section.

The PTA Coordinator at your Training Centre can advise you what to do if you do not have a bank account.

Applicant Consents, Authorizations and Agreements

Read all parts of the declaration and make sure you understand your obligations and to what you are consenting. Two signatures are required from you. Your application will not be processed unless you sign in both places in ink, indicate date signed and provide your SIN.

2017-18 Consent to Release Information

The Freedom of Information and Personal Privacy Act (FOIPP) regulates all personal information compiled by the Government of Saskatchewan and all its related agencies (ie. Training Centre). FOIPP protects the privacy of individuals by regulating the collection, use and disclosure of personal information held by the provincial government.

To protect your privacy, information will not be released to a third party such as parents, spouse, trustee, etc., without your written consent. The *Consent to Release Information* form will be used for this purpose.

This form is available on the website or from your Training Centre. You must provide one of these forms to both the Training Centre and the Student Service Centre if you wish to have both agencies release information regarding your PTA to other individuals.

You are not required to list individuals at your Training Centre because you already provide consent to share information between the Training Centre and Student Service Centre when you sign your application form.

Section 2: Parents or Guardians of Single Dependant Applicant

If you are a single dependent learner, your parents or legal guardians must complete this section of the application. Refer to Page 4, of the application: *Single Students Without Dependants*.

If none of these statements apply to you, you are a single dependent student and your parents must complete Section 2 of the application. The information provided here will enable us to determine if a financial contribution from your parents, guardians or sponsor will be expected.

If your parents are separated or divorced, the parent with whom you normally reside or who provides the majority of your living costs must complete this section. If your step-parent has legally adopted you, the step-parent must complete this section as the second parent.

Step-parents who have not adopted their step-child(ren) and do not consider themselves financially responsible for their step-child are not required to provide a parental contribution. In these cases, the step-parent must provide a letter indicating that they are not financially responsible. The parental contribution will then be assessed using only the natural parent's income.

Information for Parents or Guardians

All references to "parents" in Section 2 apply to the applicant's parents, step-parents or legal guardians.

Instructions are provided here to assist parents in completing Section 2. If you have any questions, check with the PTA Coordinator.

Use a black or blue pen to fill out this section and any other forms you submit. When entering dates, use the two-digit day followed by the three-letter abbreviation for the month and the four-digit year. For example, August 9, 2018 would be 09 Aug 2018. Incomplete or unreadable applications result in processing delays. It's important to answer every question or indicate that it doesn't apply to your situation by using N/A.

Make sure you read and sign the declarations. Be aware that you are signing a legal document. **It is an offence to knowingly give false or misleading information on this application.** Offences may also be punishable under the *Criminal Code of Canada*. All information submitted on this application is subject to audit and verification.

Parent Demographic

In a two-parent family, Parent 1 and Parent 2 information is to be answered separately by each parent. It does not matter which parent completes the Parent 1 and Parent 2 sections. In a one-parent family, respond to the questions in the Parent 1 section. The remainder of the questions is common for both parents. If you do not have a valid SIN, check the box.

Each parent's 2017 income will be obtained directly from the Canada Revenue Agency (CRA).

If you did not file an income tax return for 2017, indicate the total of all income received in that year from all sources. This includes Child Benefits, Social Assistance, Employment Insurance, Disability and Pension Benefits, Investment Income, Dividends, Employment Income, Workers' Compensation, Aboriginal Affairs and Northern Development Funding, Child Support, Maintenance, Training Allowances, etc.

If you check the box indicating that your income for 2017 will be substantially lower than your income for 2016, your 2016 income will be used to calculate initial parental contribution. When you receive the Reduced Income Statement from the Student Service Centre, complete and return it. The parental contribution will be reviewed using the reduced income. This information will be verified with the CRA.

Parent Dependants

Do not include the applicant in number of dependent children.

For the purposes of determining family size in assessing the parental contribution, a dependent child is:

- a child, including an adopted child, a step-child or a wholly dependent person;
- 18 years or younger;
- wholly dependent on you or your spouse for support; and
- in the custody and control of you or your spouse, in law or in fact . A child over the age of 18 is also considered dependent if they:
 - are in full-time attendance at a secondary school or at a post-secondary institution, and
 - have never been married or lived in a long-term common-law relationship; and
 - do not have any dependent children; and
 - have not been out of secondary school for four years (48 months) or more; and
 - have not been in the workforce for two periods of 12 consecutive months.

You may consider a person wholly dependent on you if the person resides with you, is related to you, and is either 18 years of age or younger or is dependent by reason of a mental or physical infirmity. To prove dependency, Canada Revenue Agency must have accepted the person as wholly dependent on you, or you must provide proof of legal guardianship.

Declaration by Parents or Guardians

Read all parts of the declaration and make sure you understand what you are signing. Two signatures are required from each parent; one for the Consent and Authorization and one for the CRA release. Each parent must enter the date he or she signed the declaration and provide their SIN. A parent with no income must also sign the declaration and consents in both places.

Section 3: Spouse of Married/Common-Law Applicant

To be classified as married/common-law, you must be legally married or in a common-law relationship.

Please note: If the applicant is married, but the spouse does not reside in Saskatchewan, s/he must apply as a single independent student.

The information provided here will enable us to determine how much you (the spouse) will be expected to contribute to the applicant's education. All references to "spouse" in Section 3 refers to the applicant's legal or common-law spouse/partner.

Instructions are provided here to help you, the spouse of the applicant, complete Section 3. If you have any questions, please contact the PTA Coordinator at your spouse's Training Centre.

Use a black or blue pen to fill out this section. When entering dates, use the two-digit day followed by the three- letter abbreviation for the month and the four-digit year. For example, August 9, 2017 would be 09 Aug 2017.

Incomplete or unreadable applications result in processing delays. It is important that you answer every question or indicate that it doesn't apply to your situation by using N/A.

Be sure to read and sign the declarations. Be aware that you are signing a legal document. **It is an offence to knowingly give false or misleading information on this application.** Offences may also be punishable under the *Criminal Code of Canada*. All information submitted on this application is subject to audit and verification.

Spousal Demographic

If you do not have a Social Insurance Number, Saskatchewan Personal Health Services Number or driver's license, check the box.

Your graduation date or last day attending high school (or elementary school if you did not attend high school) is required to determine the appropriate RRSP exemption for you and your spouse. If you did not graduate from high school or elementary school, indicate the date you last attended.

If you have children and indicate you are unemployed or unable to work for medical reasons, your spouse will not be allowed child care unless there are exceptional circumstances which prevent you from caring for your children. If this is the case, contact the PTA Coordinator at the Training Centre about what documentation is required.

If you indicate that you will be attending school full-time, and you are also applying for financial assistance under this program or the Canada-Saskatchewan Integrated Student Loan Program, check the appropriate box and enter the dates you will be attending. The Student Service Centre will consider both you and your spouse as full- time learners when calculating costs and contributions. If you are both PTA applicants, the funding will be split appropriately.

Spousal Income

In reporting your income, you will have to estimate to the best of your ability. The income to be reported is income before any deductions, and must be your **total monthly income** while your spouse is attending the Training Centre. You must provide your employer's name, address and telephone number.

If you are reporting income from self-employment or rental income, report gross income minus operating expenses. You must also report Employment Insurance (EI) benefits and other income from Human Resources and Skills Development Canada.

If you are a married student, where both you and your spouse are full-time students applying for assistance, employment and self-employment income during the study period does not have to be declared in the spousal section of the application during the time that both of you are in study.

Report as “Other Income”: gratuities, tips, insurance payments, inheritances and any income from other sources not already declared elsewhere in this application.

The following items are NOT to be reported as income:

- Saskatchewan Child Benefit
- National Child Benefit
- Skills Training Benefit
- Income tax refunds
- Property tax credits
- GST credit
- Any tax credits
- Utility rebates
- Student loans from private lenders
- Saskatchewan Rental Housing Supplement
- Saskatchewan Employment Supplement
- Residential School Compensation
- Payment of land claim of an Indian band
- Universal Child Care Benefit
- WFDPD Funding (Workforce Development for Persons with Disabilities), Saskatchewan Assured Income for Disability (SAID) or other disability support funding
- Hepatitis ‘C’ Compensation Payment
- SGI Rebates

Certain types of spouse’s income received for their own education is exempt. The following types of income should not be declared on the PTA application by the spouse: bursaries, scholarships, student loans, educational savings plans and Skills Training Benefits. All other educational income received by the spouse must be declared. The monthly income will be used in the assessment. The amount received for tuition and books can be exempted if proof of amount is provided by the funding source.

Where the spouse of a PTA learner is a post-secondary learner receiving Student Loans, the Student Loan income will be exempt from the PTA assessment; therefore the PTA applicant should not declare his/her spouse’s Student Loan income on the PTA application.

Don’t forget to check the appropriate box if you do not have income while your spouse is at the Training Centre.

You or your spouse must advise the PTA Coordinator at the Training Centre **immediately** if your income changes from what you declare. This will result in a reassessment of your spouse’s application.

Your spouse may be asked to confirm his/her actual earnings. Keep copies of all documents related to the earnings, including income tax returns, pay stubs, receipts, etc. A reassessment will be done when this information is confirmed.

Declaration by Spouse

Read all parts of the declaration and make sure you understand what you are signing. Separate signatures are required for the Consent and Authorization and the CRA release. Your spouse's application cannot be processed without both signatures.

Enter the date you sign the declaration and enter your SIN.

2018-19 Program Information Form

The PTA Coordinator at the Training Centre will complete the Program Information Form. You must be enrolled in an approved program to be eligible to apply for PTA. The completed form must be forwarded to the Student Service Centre in order for your application to be assessed.

Reporting False or Misleading Information

The PTA program is dedicated to providing financial assistance to support learners seeking education or skills training under the terms of provincial legislation and policy.

If you know of someone providing false information while receiving a financial benefit, please contact Audit and Collections. Allegations are serious and all contacts will be investigated. We assure you that you will remain anonymous.

Thank you for helping to maintain the integrity of the program.

Ministry of Immigration and Career Training
Audit and Collections
1000, 2103 11th Avenue
Regina SK S4P 3Z8

Toll Free: 1-800-597-8278
Phone: 306-787-5917
Fax: 306-798-2158
E-mail: audit.services@gov.sk.ca

Contact Information

It is important to keep your file up to date with your Training Center and the Student Service Centre. Provide them with any changes to your personal information, including address changes, while you are in the program.

For questions about eligibility or to apply for PTA, your Training Centre is the first point of contact. However, there may be times when you will contact either the Student Service Centre or the Ministry of the Economy:

Student Service Centre for Program and Application Information:

Student Service Centre
1120 - 2010 12th Avenue
Regina, SK S4P 0M3

Phone: 1-306-787-5620 Regina area, or
Toll Free: 1-800-597-8278
Fax: 1-306-787-0760
Email: studentservicecentre@gov.sk.ca

Ministry of Immigration and Career Training for Repayment of Overpayment Information:

Ministry of Immigration and Career Training
1000 - 2103 11th Avenue
Regina, SK S4P 3Z8

Phone: 1-844-213-1030
Fax: 1-306-787-8702
Email: er.support@gov.sk.ca

Business hours:

Monday to Friday
8:00 a.m. to 5:00 p.m. (SK time)

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

