

# Educational Institution Manual

## Canada-Saskatchewan Integrated Student Loans Program and Other Financial Assistance

2021-22



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## Introduction

This manual provides instructions for educational institutions regarding their responsibilities in the administration of the Canada-Saskatchewan Integrated Student Loans Program, Canada Part-Time Student Loans Program and Canada and Saskatchewan Student Grants.

This manual will be made available each year at [saskatchewan.ca/informationforinstitutions](https://saskatchewan.ca/informationforinstitutions).

## 2021-22 Academic Year Changes

### Student Financial Assistance Supports

Effective August 1, 2020, the following changes are incorporated in to the integrated Canada/Saskatchewan Student Loan assessment for new and returning students in the 2021-22 academic year.

- Increase to the Saskatchewan Advantage Scholarship from \$500 to \$750 annually. The lifetime maximum for this scholarship is also increasing from \$2,000 to \$3,000.
- Expected contributions from students and spouses/common-law partners will return in students' needs assessments.
- Doubling the Canada Student Grants (CSGs) for all eligible full-time(FT) and part-time(PT) students, as well as the CSGs for Students with Permanent Disabilities and Students with Dependents for two additional years, until July 2023.
  - » CSG-FT is now up to a maximum of \$750 per month of study, or \$6,000 for a standard 8-month academic year
  - » CSG-PT is now up to a maximum of \$3,600 for the academic year
  - » CSG-FTDEP is now up to a maximum of \$400 per dependent, per month of study, or up to \$3,200 for a standard 8-month academic year

- » CSG-PTDEP is now a maximum of \$3,840 for the current academic year
- » CSG-PD is now a maximum of \$4,000 for the current academic year

- Extending the waiver of interest on Canada Student Loans and Canada Apprentice Loans until March 31, 2023.
- Extending the \$1,600 adult learner top-up to the full-time Canada Student Grant for an additional two school years until July 2023 and to make permanent the flexibility to use current year income instead of previous year's income to determine eligibility for this grant.

For questions, contact [joy.barth@gov.sk.ca](mailto:joy.barth@gov.sk.ca), (306) 787-5686 or Toll Free: 1-800-597-8278

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## Designation

### Designation of Institutions

The Saskatchewan Ministry of Advanced Education designates eligible educational institutions for student loan and grant purposes. There is a basic set of criteria that must be met by all educational institutions as well as specific criteria for certain types of institutions and institutions outside the country as illustrated in the table below.

Type of Institution	Designation Criteria
All Educational Institutions	<p>The educational institution must:</p> <ul style="list-style-type: none"><li>• Offer post-secondary programs that lead to a certificate, diploma or degree.</li><li>• Offer a program that is at least 12 weeks in length.</li><li>• Offer full-time programs. For career/vocational/technical institutions, full-time is a minimum of 20 hours per week of student activity or participation.</li><li>• Be in existence for at least 18 months and have graduated at least one class of students.</li><li>• Be constituted under appropriate legislation.</li><li>• Enter into an agreement with the Minister that establishes the terms and conditions with respect to maintaining its status as a designated educational institution.</li><li>• Specifics for those institution in Saskatchewan:<ul style="list-style-type: none"><li>» Be registered for at least 18 months under <i>The Private Vocational Schools Act, 1995</i>;</li><li>» Be governed by <i>The Education Act</i>, by any other Act or by any Act of the Parliament of Canada;</li><li>» Be constituted under its own legislation; or</li><li>» Be affiliated or federated with a Saskatchewan university.</li></ul></li></ul>
Educational Institutions in Other Canadian Provinces or Territories	<p>An institution must be designated in its own province or territory and must meet all current requirements for designation in Canada.</p>

Type of Institution	Designation Criteria
International Institutions	<p>Designation of educational institutions in the United States</p> <ul style="list-style-type: none"> <li>• A post-secondary educational institution located inside the United States must be approved for Title IV funding by the United States Department of Education.</li> </ul> <p>Designation of educational institutions outside the United States</p> <p>An international post-secondary educational institution located outside the United States must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Be approved for the purpose of student financial assistance in its home country; and</li> <li>• Demonstrate stability by having been in continuous operation for a minimum of two years prior to designation.</li> </ul> <p>An international post-secondary educational institution outside the United States must also be listed in one of the following publications:</p> <ul style="list-style-type: none"> <li>• The International Handbook of Universities (International Association of Universities, Stockton Press), the World of Learning, the Commonwealth Universities website at <a href="http://www.acu.ac.uk">www.acu.ac.uk</a>, the International Association of Universities website at <a href="http://www.whed.net/home.php">www.whed.net/home.php</a>, or the federal school look up for FAFSA, (United States Department of Education).</li> </ul> <p>International post-secondary educational institutions located outside the United States offering medical programs must meet the following criteria in addition to the criteria listed above:</p> <ul style="list-style-type: none"> <li>• Be listed on the International Medical Education Directory maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER);</li> <li>• Be approved by a member of the Federation of Medical Regulatory Authorities of Canada; and</li> <li>• Be in continuous operation for at least ten years.</li> </ul>

Type of Institution	Designation Criteria
E-learning Institutions	<p>E-learning Institutions must meet the following additional criteria:</p> <p>A Canadian e-learning post-secondary educational institution must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>(i) The institution has programs that meet the eligibility criteria as defined by federal, provincial, and territorial legislation with respect to post-secondary education;</li> <li>(ii) Be approved by one of the Canadian quality assurance bodies;</li> <li>(iii) Have an equivalent on-site offering of the course or program of study; or</li> <li>(iv) Demonstrates that academic credits, or credit hours earned through the course or program of study are transferable to a designated public post-secondary educational institution located within the same province/territory. <ul style="list-style-type: none"> <li>» The transferability of credits must be outlined in either articulation agreements between the two post-secondary educational institutions, or in provincial Transfer Guides.</li> </ul> </li> </ul> <p>An international e-learning post-secondary educational institution must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>(i) Be approved for Title IV funding by the US Department of Education;</li> <li>(ii) Be approved by one of the Canadian quality assurance bodies<sup>1</sup> (e.g., Saskatchewan Higher Education Quality Assurance Board); or</li> <li>(iii) In receipt of an acceptable rating in a full institutional audit conducted by the United Kingdom Quality Assurance Agency for Higher Education within the last five years.</li> </ul> <p>All e-learning post-secondary educational institutions must:</p> <ol style="list-style-type: none"> <li>1. Require a minimum of 20 hours per week of student activity or participation, in the case of career/vocational/technical programs of study; and</li> <li>2. Actively monitor student participation and maintain contact with students in order to ensure that minimum course load requirements are maintained; and</li> <li>3. Demonstrate that its courses or programs of study and monitoring activities meet these guidelines; and</li> <li>4. Provide specific program of study/course start and end dates.</li> </ol>

<sup>1</sup> A complete listing of quality assurance bodies is available at [www.univcan.ca/universities/quality-assurance/provincial-quality-assurance-systems](http://www.univcan.ca/universities/quality-assurance/provincial-quality-assurance-systems).



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## Designation of Programs

While the Ministry of Advanced Education designates at the institutional level, it is the responsibility of the educational institution to ensure that individual programs meet all of the following criteria. Eligible programs must:

- Lead to a certificate, diploma or degree;
- Be at least 12 weeks in length; and
- Be full-time. For career/vocational/technical institutes, full-time is a minimum of 20 hours per week of student activity or participation.

Moreover, students in the following situations may be eligible for student financial assistance for up to one year (52 weeks):

- The student enters studies following an undergraduate degree, to satisfy prerequisite requirements for a specific graduate program;
- The student cannot enter into an undergraduate major and is enrolled in relevant courses; or,
- The student is enrolled in a program at one accredited institution and takes classes at another accredited institution towards their program.

This year will be counted as part of the student's program of study for the program +1 limit as well as lifetime loan limit policies.

The following provides clarification on certain types of programs:

- Students in correspondence, distance education or other programs with a non-traditional

form of delivery may be considered full-time students if they meet all eligibility criteria and the educational institution is designated for student loan purposes.

- Practicums/internships which are a requirement of a program before the diploma/degree/certificate is granted, and which are an essential element of the program, are eligible for assistance providing the practicum/internship is considered by the educational institution as full-time post-secondary study and the student earns full-time equivalent credit hours.
- Individuals in periods of practical training required for acceptance in a professional corporation or for the practice of any trade or profession (such as medical/internship/residency, dietetic internship or legal articling) are not full-time students for student loan and grant purposes.
- The educational institution makes the determination as to whether or not a co-op student is in full-time study but credit hours/units need not be the benchmark for this determination. These work terms will be counted when determining the duration of course limit, the lifetime limit of 340 weeks (or 400 weeks for doctoral students and 520 weeks for students with a permanent disability) and the satisfactory scholastic standard will apply if the student receives loans or interest-free while participating in the work term. For further clarification on co-op programs, see the [Canada-Saskatchewan Integrated Student Loans Program Administrative Guidelines](#).

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## Authorized Officials of Educational Institutions

One of the responsibilities of educational institutions is to appoint an individual or individuals who are responsible for providing information about the program costs, period of study dates, and confirming student enrolment on behalf of the educational institution for student loan purposes.

The Government of Canada's Electronic Confirmation of Enrolment National Student Loans Service Centre (NSLSC) web portal is used by educational institutions to confirm enrolment electronically for full-time students and to report early withdrawals (discontinuations). Authorized officials will have access to the web portal in order to confirm and discontinue students electronically.

To appoint an individual or individuals to undertake the responsibilities outlined above, the educational institution must request access to the Electronic Confirmation of Enrolment web portal by emailing [ece@nslsc.ca](mailto:ece@nslsc.ca), or calling 1-855-844-5668 to request their staff be registered as Super Users (primary administrators with full access).

After receiving the request, the NSLSC will contact the educational institution to provide them with the website address for the portal; a username and temporary password; assistance with the first log-in; directions to the user manual and training materials; and technical assistance contact information.

It is the responsibility of the educational institution to maintain a list of users with access to the Electronic Confirmation of Enrolment web portal. This list should be updated with the NSLSC if individuals change roles within your organization.

If the educational institution is not registered to use the portal, the NSLSC will send a paper confirmation of enrolment form to the educational institution to be completed and returned. Educational institutions not registered will have to provide early withdrawals (discontinuations) on paper to NSLSC.

## Electronic Master Student Financial Assistance Agreement (MSFAA)

First time applicants deemed eligible for full-time or part time student loans and grants will receive a Notice of Assessment and a 10- digit Master Student Financial Assistance Agreement (MSFAA) as well as instructions to complete the Agreement. Within two to three business days, the applicant will receive a "Welcome Email" from the National Student Loans Service Centre (NSLSC). A secure URL in the email will invite the applicant to use their MSFAA number to verify their identity by registering their account with the NSLCA, accept the Terms and Conditions of the Agreement and provide their banking information. The MSFAA is a multi-year legally binding contract, requiring a one-time signature that outlines the applicant's responsibilities and terms and conditions of accepting and repaying their provincial and federal student grants and loans. If the applicant leaves full-time study for two years or established residency in a new province or territory, a new MSFAA is required.



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# Canada-Saskatchewan Integrated Student Loans Program

## Program Information Form

[Sample form on page 15](#)

The purpose of this form is to provide information on costs and the study period dates of the student's program. This form must be completed by an Authorized Official of the educational institution only if the student will be taking one of the following:

- Any program at any school located outside Saskatchewan;
- Any program not at the University of Regina, University of Saskatchewan, or Saskatchewan Polytechnic;
- Any program at a private school located in Saskatchewan (e.g., private vocational schools, private religious schools); or
- With the exception of university programs, any program at a Saskatchewan College.

### Please note:

- This form does not confirm enrolment.
- This form will cover a maximum of one academic period (up to 52 weeks). Another form must be completed for further academic periods. This form is to be completed for post-secondary programs only.
- The student's application for a Canada-Saskatchewan Integrated Student Loan will not be processed without this form. However, students can submit their application prior to submitting this form.
- If any of the program information changes after the Program Information Form is submitted to the Ministry of Advanced Education, the educational institution is required to advise the Ministry of Advanced Education immediately by contacting the Student Service Centre at 1-800-597-8278.

## Student Information

Student Information to be completed by student or educational institution.

## School Information

- Enter the School Name, Educational Institution Code, Address, and Program Name. The Educational Institution Code is a four-character alpha code that has been assigned by the federal government as an identifier. View the Master Designation List at [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) and select "Master Designation List" under the Online Tools drop down menu.

## Program Information

- If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date.
- Indicate the Level of Study.
- When entering the Year of Program indicate the year the student is enrolled in. For example, if the student is entering the second year of a four-year program, enter: 2 of 4  
If the program length is one year or less, enter: 1 of 1.
- Indicate the percentage of a full course load the student will be enrolled in for the dates specified. For example, 100 per cent of all courses available or 60 per cent of all courses available, etc.

Please note that students in the following situations may be eligible for student financial assistance for up to one year (52 weeks):

- The student enters studies following an undergraduate degree, to satisfy prerequisite requirements for a specific graduate program;
- The student cannot enter into an undergraduate major and is enrolled in relevant courses; or,
- The student is enrolled in a program at one accredited institution and takes classes at another accredited institution towards their program.

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## Tuition, Fees, Books, and Supplies Information

### Tuition and Compulsory Fees

- Tuition is the fee payable for the teaching and instruction received in a post-secondary educational institution. Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs and other amounts payable by students to the school. These fees are obligatory in connection with their program of study and may include fees payable for membership in professional or other societies.
- The amount to be stated is the total of tuition costs plus all costs of compulsory fees as outlined above which the student is required to pay. Do not include costs of residency/dormitory fees.

### Books and Supplies

- Books and Supplies consist of textbooks and expendable supplies, such as computer and related costs, note books, paper, pens, pencils, typing and photocopying services and other similar supplies required to complete the program of study.

## Program Extension Form

[Sample form on page 16](#)

- Extensions can be provided for students for up to five weeks to complete the program (as long as the extension does not result in a total period of study of more than 52 weeks). In cases where a student is being extended, the educational institution must complete a [Program Extension Form](#).
- The student must notify the Student Service Centre if they will have additional expense (e.g., child care) during the extension period.
- Students who require six weeks or longer to complete the program must complete a new application for student financial assistance along with the Program Information Form.

## Confirmation of Enrolment

One of the responsibilities of educational institutions is to appoint an individual(s) to be responsible for providing information about the program costs, period of study dates, and confirming student enrolment on behalf of the educational institution for student loan purposes.

The Government of Canada's Electronic Confirmation of Enrolment National Student Loans Service Centre (NSLSC) web portal is used by educational institutions to confirm enrolment electronically for full-time students and to report early withdrawals (discontinuations). Authorized officials will have access to the web portal in order to confirm and discontinue students electronically. Confirmation of enrolment records are sent electronically to the web portal not more than 21 days prior to the student's program start date.

To appoint an individual or individuals to undertake the responsibilities outlined above, the educational institution must request access to the Electronic Confirmation of Enrolment web portal by emailing [ece@nslsc.ca](mailto:ece@nslsc.ca), or calling 1-855-844-5668 to request their staff be registered as Super Users (primary administrators with full access).

After receiving the request, the NSLSC will contact the educational institution to provide them with the website address for the portal; a username and temporary password; assistance with the first log-in; directions to the user manual and training materials; and technical assistance contact information.

It is the responsibility of the educational institution to maintain a list of users with access to the Electronic Confirmation of Enrolment web portal. This list should be updated with the NSLSC if individuals change roles within your organization.

If the educational institution is not registered to use the portal, the NSLSC will send a paper confirmation of enrolment form to the educational institution to be completed and returned.

Educational institutions not registered will have to provide early withdrawals (discontinuations) on paper to NSLSC.

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Authorized Officials must review the following:

- Name and Address of the Educational Institution;
- Institution Code;
- Number of Weeks of Study;
- Course Load Percentage; and
- Period of Study End Date.

## Confirmation of Enrolment - With Funding

All educational institutions can confirm enrolment for their students electronically.

Educational institutions can instruct the National Student Loan Service Centre (NSLSC) to forward funds directly to them when confirming enrolment. The funds that can be remitted to the educational institution include tuition and fees only. The educational institution may not request for the costs of books and supplies.

### Full-time students are defined as follows:

- A full-time student is a student taking at least 60 per cent of a full course load in each semester or term. For example, in undergraduate programs at Saskatchewan universities the student must be enrolled in at least nine credit hours/units (or equivalent) in each semester/term to be considered full-time for the whole year.
- Students with permanent disabilities taking at least 40 per cent of a full course load in each term or semester may be considered full-time students for Canada-Saskatchewan Integrated Student Loans. The confirmation of enrolment portal will identify these individuals.
- For student loan purposes, averaging of course loads is not permitted. If a student takes an 80 per cent course load in the first term/semester and a 40 per cent course load in the second term/semester, the course load cannot be averaged to equal 60 per cent.
- The student's program of studies must lead to a certificate, diploma or degree.

- If the full course load consists of classes from more than one educational institution, the student must make arrangements with one of the educational institutions to confirm that the combination of course enrolments is the equivalent of a full-time registration at that educational institution. This may be the educational institution from which the student is taking the most classes. Information about dual registration is available from the universities, Saskatchewan Polytechnic campuses and colleges in Saskatchewan.
- Full-time attendance at private vocational schools is defined as a minimum of 20 hours of in-class study per week.

## Confirmation of Enrolment - Without Funding

Student borrowers who are enrolled in full-time post-secondary studies but do not require additional student loan assistance, are eligible to have their prior student loans remain in interest free status while attending studies.

In these cases, the student can either:

- Sign-in to their web account with the NSLSC and submit a request for Confirmation of Enrolment go to their educational institution.
- Request a Confirmation of Enrolment Without Funding from the NSLSC. To request this, please call 1-888-815-4514.
- The NSLSC will forward the Confirmation of Enrolment request to the Educational Institution electronically for those schools using the portal or on paper for those who do not use the portal. The Educational Institution is then responsible for confirming full-time enrolment.

## Attendance Policy

To receive the funds for any given period of study, the student must be in regular attendance and enrolled full-time at a designated institution during the period of which the loan is intended.

Regular attendance is defined as 90 per cent attendance. Schools are not given discretion on

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applying the 90 per cent attendance rule. If the student drops below 90 per cent attendance for any two calendar months, they must be discontinued (unless due to medical reasons).

If a student fails to meet the 90 per cent attendance requirement due to personal medical reasons or medical reasons of their dependent child(ren), the student can ask that the month with less than 90 per cent attendance not be counted for student loan discontinuation purposes. The student must submit medical documentation to the educational institution outlining specific dates and times that the student was required to miss classes. Upon receipt of the medical documentation, the educational institution can exempt this time for the purpose of calculating the 90 per cent attendance requirement. This exemption can be allowed twice.

In addition, if a student is unable to attend for any reason, including health reasons, for more than three consecutive weeks (21 calendar days), that student is considered discontinued for student loan purposes. Recognizing the impact of the public health advisories related to COVID-19 self-isolation and monitoring expectations, exceptions can be made on a case by case basis and with approval from the Ministry of Advanced Education. Schools can contact the Director of the Student Service Centre at 306-787-5686 to discuss individual situations.

## Change of Program

Students will be allowed to change programs without having their loan discontinued within the approved period of study in the following situation:

- The new program is in the same institution as the original program;
- The period of study start date does not change; and
- The period of study end dates does not change (extend) by more than five weeks.

When a student changes programs, a reassessment will be done to correct the program information.

Students can transfer from one federated college

to another at Saskatchewan university without having their loan discontinued, as all colleges within a university are considered to be the same institution. Students changing educational institutions or who do not meet the criteria above will be discontinued and required to apply for a new loan.

If enrolment has not been confirmed and the student has a change to their period of study dates, start or end date, the educational institution should not confirm the student's enrolment, this way the student can re-apply for proper assessment.

If enrolment has been confirmed for a student changing programs, their loan will be discontinued and the student can re-apply for financial assistance.

## Discontinuations/Early Withdrawals

All discontinuations and notifications of tuition refund amounts are done electronically through the web portal.

A student is considered to be discontinued if the student:

- States verbally or in writing the intention to quit the educational institution;
- Is expelled by the educational institution;
- Fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons (schools should retain copies of medical notes on file). Discontinuation date recorded is the student's last day of attendance plus 21 days;
- Successfully completes the program of studies before the scheduled program end date;
- Drops below 90 per cent of regular attendance for any two calendar months;
  - » In cases where a student fails to meet the 90 per cent attendance requirement due to medical reasons, for themselves or their dependent child(ren), the student can ask that the month with below 90 per cent attendance not be counted for student

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loan discontinuation purposes provided the student submits medical documentation to their educational institution outlining specific dates and times that the student was required to miss classes. Upon receipt of the medical documentation the educational institution can exempt this time for the purpose of calculating the 90 per cent attendance requirement. This exemption can be allowed twice.

- Drops below 60 per cent of a full course load (40 per cent for students with a permanent disability); or
- Does not commence studies on the scheduled start date as indicated in the electronic file due to a revised program start date. A discontinuation must be reported if enrolment has been confirmed. Students must contact the Student Service Centre and will be required to provide updated financial information as well as updated course and program of study information. A new [Program Information Form](#) will be required from the school.

Educational institutions will be required to retain all medical documentation provided by the student and will produce it at the request of the Ministry of Advanced Education.

In cases where a student is considered discontinued because of poor attendance, the discontinuation date will be the last day of the second month where attendance was below 90 per cent. In all other cases the discontinuation date is the date the student last attended classes, with the exception of failing to attend classes for more than three consecutive weeks.

## Reinstatement

Students who have been discontinued in error may be reinstated as a full-time student and are not be required to complete a new application, provided their reinstatement date is within 21 calendar days of their discontinuation. If the discontinuation exceeds 21 calendar days, a new application is required.

Educational institutions must forward the [Student Loan Reinstatement Form](#) directly to the National Student Loans Service Centre (NSLSC) to inform them that the student is being reinstated. There is no electronic process for correcting errors.

## Tuition Fee Refunds

Should the student drop below full-time study as defined within this manual, or discontinue their program and the educational institution received tuition from a Canada Student Loan and/or Canada Student Grant, the tuition refund must be made payable to the NSLSC Refunds.

Be sure to include the following information with the tuition refund cheque:

- Student Name;
- Student's Social Insurance Number;
- Discontinuation Date;
- Amount of Tuition Paid and Refund;
- Education Institution Code; and
- School Contact Name and Telephone Number.

Tuition refunds for full-time students who drop/change classes or a program, but remain full-time students as defined within this manual, may have the tuition refund applied as a credit to the student's account or refunded directly to the student.

All tuition refunds should be made within 30 days of the date that the enrolment status changed.

## Tuition Fee Refunds Exceptions

- Students who are enrolled in two educational institutions and drop credits at one institution and pick up credits at the other institution. In this case, the tuition refund can be made payable to either the other educational institution or the student;
- Students funded by CanSask (Skills Training Benefits), refund can be made payable to the student;
- When tuition payments are being made by either Personal Education Credits from Indian



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Residential Schools Settlements or from Indian Residential School Settlement Funds, the institution is to refund the money directly to the student; and

- When tuition payments are being made by a third-party agency (e.g., band funding, GDI, etc.) on behalf of students, after the tuition has been remitted from the student's Canada Student Loans/Grants – the institution is to refund the money directly to the student. After the refund has been processed; the educational institution must inform the Student Service Center ([studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)) of the refund in an email, containing the name(s) (first and last) of the student(s) in this situation to ensure their assessment(s) is accurate.

## Canada Student Loans Program for Part-Time Studies

### Application for Canada-Saskatchewan Integrated Student Loans for Part-Time Post-Secondary Students

#### Program Information Form

[Sample form on page 17](#)

This form provides information on costs and the study period dates of the student's program and must be completed by an Authorized Official of the educational institution.

Please note:

- This form does not confirm enrolment.
- This form will cover a maximum of one academic period (up to 52 weeks). Another form must be completed for further academic periods. This form is to be completed for post-secondary programs only.
- The student's application for a Canada-Saskatchewan Integrated Student Loan will not be processed without this form. However, students can submit their application prior to submitting this form.
- If any of the program information changes after

the Program Information Form is submitted to the Ministry of Advanced Education, the educational institution is required to advise the Ministry of Advanced Education immediately by contacting the Student Service Centre at 1-800-597-8278.

#### Student Information

- Student Information to be completed by student or educational institution.

#### School Information

- Enter the School Name, Educational Institution Code, Address, and Program Name. The Educational Institution Code is a four-character alpha code that has been assigned by the federal government as an identifier. View the Master Designation List at [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) and select "Master Designation List" under the Online Tools drop down menu.

#### Program Information

- If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date.
- Indicate the Level of Study.
- Indicate the percentage of a full course load the student will be enrolled in for the dates specified. For example, 40 per cent of all courses available or 20 per cent of all courses available, etc.
- Indicate the number of courses per week the student will be taking for the dates specified.

#### Tuition, Fees, Books, and Supplies Information

##### Tuition and Compulsory Fees

- Tuition is the fee payable for the teaching and instruction received in a post-secondary educational institution. Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs and



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other amounts payable by students to the school. These fees are obligatory in connection with their program of study and may include fees payable for membership in professional or other societies.

- The amount to be stated is the total of tuition costs plus all costs of compulsory fees as outlined above which the student is required to pay. Do not include costs of residency/dormitory fees.

#### Books and Supplies

- Books and Supplies consist of textbooks and expendable supplies, such as computer and related costs, note books, paper, pens, pencils, typing and photocopying services and other similar supplies required to complete the program of study.

### **Confirmation of Enrolment**

Same as full-time (see pages 8-9).

### **Discontinuations**

If a student borrower ceases to be a part-time student before the Period of Study End Date indicated on the Schedule 1A, the educational institution must report the discontinuation to the NSLSC using copy 3A of the Schedule 1A.

A student is considered to be discontinued if the student:

- States verbally or in writing the intent to quit school;
- Is expelled by the educational institution;
- Fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons. Discontinuation date recorded is three weeks from date last attended;
- Successfully completes the program of study before the scheduled program end date;
- Drops below 20 per cent of a full course load; or
- In cases where a student transfers between affiliated colleges during the academic period

(e.g., from Luther College to the University of Regina), maintaining a part-time course load, they will not be considered discontinued.

### **Saskatchewan Student Grant for Part-Time Studies and Saskatchewan Advantage Scholarship: Confirmation of Enrolment**

[Sample form on page 18](#)

Educational institutions are required to complete the [Confirmation of Enrolment Form](#) for those students who are eligible for the Saskatchewan Student Grant and/or Saskatchewan Advantage Scholarship for Part-time Studies.

The Authorized Official must indicate:

- The educational institution's name, address, and telephone number;
- The start and end dates of the period of study in which the student is enrolled; and
- The percentage of a full course load in which the student is enrolled for this period of study.

The name of the Authorized Official and title should be entered in the appropriate areas and the document signed and dated. Do not pre-date or post-date the document.

- This form must not be completed more than 30 days prior to the Period of Study Start Date, or after the Period of Study End Date. The completed form will not be processed if the Period of Study End Date has passed. The start and end dates of the period of study cannot exceed 52 weeks of study; and
- The completed document should be returned immediately to the student with instructions to sign and date the document in the Declaration section, and return to the Student Service Centre.

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## Tuition Fee Refunds

Refund of tuition fees for part-time studies must be payable to the student.

## Confirmation of Enrolment Without Funding

Student borrowers who do not require further funding can confirm enrolment. Although interest will accrue while in school, they are not required to make monthly payments on their loan.

The student needs to sign-in to their NSLSC web account and submit a request that the Confirmation of Enrolment be sent to their educational institution. The request will be forwarded to the educational institution for review and confirmation.

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

Educational institutions are required to complete the Confirmation of Enrolment Form for the [Canada-Saskatchewan Grant for Services and Equipment for Students with Permanent Disabilities](#). This form is included in the Grant application package.

[Sample form on page 20](#)

The Authorized Official must indicate:

- The student's full name;
- The educational institution's name, address, and telephone number;
- The name of the program;
- The start and end dates of the period of study in which the student is enrolled; and
- The percentage of a full course load in which the student is enrolled for this period of study.

The name of the Authorized Official and title should be entered in the appropriate areas and the document signed and dated. Do not pre-date or post-date the document.

- This form may be completed as soon as the student's program registration is confirmed. The completed form will not be processed if the Period of Study End Date has passed. The start and end dates of the period of study cannot exceed 52 weeks of study; and
- The completed document should be returned immediately to the student with instructions to complete the rest of the application and return to the Student Service Centre.

## Administrative Compliance

If requested by the Ministry of Advanced Education, the educational institution will make available the following records for review:

- Educational Funding, including training allowances such as Gabriel Dumont Institute funding, Employment Insurance, or Social Assistance payments intended to cover educational costs, etc.;
- Attendance policy and recording of daily attendance;
- Scheduling of programs with respect to start and end dates;
- Discontinuations;
- Tuition deducted from Student Financial Assistance funding;
- Calculation of tuition refund amounts and proof of submission of refunds to proper authorities;
- Transcript of marks;
- School promotional materials;
- Student contracts; and
- Student files re: entrance requirements/assessments, ongoing progress, attendance warnings.

Educational institutions must retain copies of all Student Financial Assistance documents for the duration of the student's period of study. Educational institutions must follow their own document retention policies when determining how long to retain documents after the Period of Study End Date.

# Program Information

## (For Post-Secondary Programs Only)

**Student Service Centre**  
1120 - 2010 12th Avenue  
Regina, Canada S4P 0M3  
306-787-5620  
1-800-597-8278

### Student Information *(Please print)*

Social Insurance Number: \_\_\_\_\_ Student No. (if applicable): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL OFFICIAL

### School Information

School Name: \_\_\_\_\_ Educational Institution Code: \_\_\_\_\_

Address: \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_

Program Start and End Dates: **THIS PERIOD CANNOT EXCEED 52 WEEKS**

Start Date (dd/mmm/yyyy): \_\_\_\_\_ End Date (dd/mmm/yyyy): \_\_\_\_\_

Program Level of Study. Check (✓) the appropriate box.

☐ Certificate ☐ Diploma ☐ Bachelor's Degree ☐ Master's Degree ☐ PhD

Year \_\_\_\_ of a \_\_\_\_ year program Percentage of a course load this student will be taking: \_\_\_\_ %

**Not including** programs moved temporarily to an online format due to COVID, are you taking this program by correspondence, distance education or internet/web studies? ☐ Yes ☐ No

### Tuition, Fees, Books, and Supplies *Give the following amount in Canadian currency*

Cost of Tuition and Compulsory Fees \$ \_\_\_\_\_ Cost of Books and Supplies \$ \_\_\_\_\_

***Please notify the Ministry of Advanced Education, Student Service Centre promptly if any of this program information changes.***

### Signing Official:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**X** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Signing Official**

# Program Extension

## Post-Secondary Extensions of Less than Six Weeks

**Student Service Centre**  
1120 - 2010 12th Avenue  
Regina, Canada S4P 0M3  
306-787-5620  
1-800-597-8278

### Student Information

(Please print)

Social Insurance Number: \_\_\_\_\_

Student No. (if applicable): \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL OFFICIAL

### School Information

School Name: \_\_\_\_\_ Educational Institution Code: \_\_\_\_\_

Address: \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_

Program Start and End Dates: **THIS PERIOD CANNOT EXCEED FIVE WEEKS**

Original End Date (dd/mmm/yyyy): \_\_\_\_\_

Extension End Date (dd/mmm/yyyy): \_\_\_\_\_

Percentage of a course load this student will be taking: \_\_\_\_\_ %

Increased credits hours/units for the extension period: \_\_\_\_\_

### Tuition, Fees, Books, and Supplies

Provide the TOTAL amount including the extension period.

Cost of Tuition and Compulsory Fees \$ \_\_\_\_\_

Cost of Books and Supplies \$ \_\_\_\_\_

***Please notify the Ministry of Advanced Education, Student Service Centre promptly if any of this program information changes.***

### Signing Official:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Signing Official**

# Part-Time Program Information

## For Part-Time Post-Secondary Programs Only

**Student Service Centre**  
1120 - 2010 12th Avenue  
Regina, Canada S4P 0M3  
306-787-5620  
1-800-597-8278

For Office Use Only	
File No.	

### Student Information *(Please print)*

Social Insurance Number: \_\_\_\_\_ Student No. (if applicable): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL OFFICIAL - See reverse for instructions**

### School Information

School Name: \_\_\_\_\_ Educational Institution Code: \_\_\_\_\_

Address: \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_

Program Start and End Dates: **THIS PERIOD CANNOT EXCEED 52 WEEKS**

Start Date (dd/mmm/yyyy): \_\_\_\_\_ End Date (dd/mmm/yyyy): \_\_\_\_\_

Program Level of Study Check (✓) the appropriate box.

☐ Certificate ☐ Diploma ☐ Bachelor's Degree ☐ Master's Degree ☐ PhD

Percentage of course load this student will be taking: \_\_\_\_ %

Number of courses per week this student will be taking: \_\_\_\_

***Please notify the Ministry of Advanced Education, Student Service Centre promptly if any of this program information changes.***

### Tuition, Fees, Books, and Supplies

Give the following amount in **Canadian** currency.

Cost of Tuition and Compulsory Fees \$ \_\_\_\_\_

Cost of Books and Supplies \$ \_\_\_\_\_

### Signing Official:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Signing Official**

# Saskatchewan Student Grant for Part-Time Studies and/or Saskatchewan Advantage Scholarship

**Student Service Centre**  
1120 - 2010 12th Avenue  
Regina, Canada S4P 0M3  
306-787-5620  
1-800-597-8278

## Confirmation of Enrolment

For Office Use Only	
File No.	

**IMPORTANT:** The completed form confirms enrolment for the **Saskatchewan Student Grant for Part-Time Studies** and/or the **Saskatchewan Advantage Scholarship**. The regular process must continue to be followed to confirm enrolment for **student loan purposes**. Return this completed document directly to:

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

**Submit online** using the [Post-Secondary Document Uploader](#).

## Student Information - to be completed by student

Student's Post-Secondary Education No.: \_\_\_\_\_ Student's Full Name: \_\_\_\_\_

<b>Student's Mailing Address</b>     Is this a change in your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone No.: _____	<b>Name and Address of Specified Education Institution</b>     Telephone No.: _____
--	--

## Confirmation of Enrolment - to be completed by Educational Institution

This is to confirm that the above-named student is enrolled as a full-time or part-time student as defined by *The Canada Student Loans Act* and *The Canada Student Financial Assistance Act* at this institution in an approved course of studies for the period of study indicated below. Not to be signed more than 30 days prior to course start date. To be signed only by school official with signing authority for student loan purposes.

### CONFIRMATION CANNOT EXCEED 52 WEEKS OF STUDY

Period of Study Start Date (dd/mm/yyyy): \_\_\_\_\_ Percentage of full course load: \_\_\_\_\_ %

Period of Study End Date (dd/mm/yyyy): \_\_\_\_\_

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

X \_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

**Valid for 30 days after this date but not beyond Period of Study End Date**

## Declaration - to be completed by student

I certify that all information on this document is correct as of the effective date below.

X \_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



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

## Confirmation of Enrolment

*(to be completed by the educational institution)*

Student's Full Name: \_\_\_\_\_

This form is to confirm that the above named student is enrolled as a full-time or part-time student at this educational institution in an approved course of studies for the period of study indicated below.

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

☐ Check (✓) if student is enrolled in a student loan eligible program. Note: the student must also apply for student loans and grants.

Name of Program: \_\_\_\_\_

Percentage of full course load: \_\_\_\_\_% (Students are considered full-time if their course load is at least 40% or higher; Part-time course load is at least 20% to 39%)

Period of Study Start Date (dd/mmm/yyyy): \_\_\_\_\_

Period of Study End Date (dd/mmm/yyyy): \_\_\_\_\_

**Important: the period of study cannot exceed 52 weeks.**

Name of Institution Official: \_\_\_\_\_

Title of Institution Official: \_\_\_\_\_

X \_\_\_\_\_  
Signature of Institution Official

\_\_\_\_\_  
Date (dd/mmm/yyyy)

- Confirmation of Enrolment may be completed as soon as the student's program registration is confirmed.
- This form must only be signed by an institution official authorized to confirm enrolment.

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## General Contact Information

### Student Service Centre

8:00 a.m. to 5:00 p.m.

Monday to Friday

Call: 1-800-597-8278

(outside Regina, within Canada) or

Call: 306-787-5620

(inside Regina, outside Canada)

Fax: 306-787-1608

Mailing Address:

Student Service Centre

Ministry of Advanced Education

1120 - 2010 12<sup>th</sup> Avenue

Regina, Saskatchewan S4P 0M3

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

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

### Royal Bank

For information about maintaining or repaying a Saskatchewan Student Loan prior to August 1, 2001, borrowers should contact the Royal Bank at:

Call: 1-888-359-4770

Fax: 1-888-359-4767

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

### Audit Services Unit

The student loan program is dedicated to provide financial assistance to support students seeking post-secondary education under the terms of the federal and provincial student loan legislation and policy. Audit Services is responsible for ensuring compliance with student financial assistance legislation.

If you know of someone providing false information while receiving a financial benefit, please contact Audit Services. Allegations are serious and all contacts will be investigated.

Call: 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)

### National Student Loans Service Centre

For information on the status of Canada-Saskatchewan Integrated Student Loans borrowers should contact:

National Student Loans Service Centre (NSLSC)

Call: 1-888-815-4514 or

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

Mailing Address:

P.O. Box 4030

Mississauga, Ontario L5A 4M4

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

# Educational Institution Manual

## Canada-Saskatchewan Integrated Student Loans Program and Other Financial Assistance

**2021-22**

Need more information?

### Student Service Centre

Ministry of Advanced Education

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

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 12<sup>th</sup> Avenue  
Regina, Saskatchewan S4P 0M3

[saskatchewan.ca/studentloans](https://saskatchewan.ca/studentloans)  
[www.canada.ca/student-financial-assistance](https://www.canada.ca/student-financial-assistance)

Form Submission: **Submit online**

If the student has an existing account, they can upload applications, documents and receipts online using the [Advanced Education Student Portal](#).

If the student does not have an existing Advanced Education Student Portal Account, or you need to **upload documents on behalf of the applicant**, upload your application, supporting documents and receipts online using the [Post-Secondary Document Uploader](#).

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