



GUIDELINES FOR COMPLETING ALBERTA STUDENTS FINANCE FUNDING APPLICATION FULL-TIME POST- SECONDARY STUDIES 2011/2012

You are required to submit one application to be considered for student loans, bursaries, and grants. If you demonstrate that you have a financial need, you may be eligible to receive all three of the assistance mentioned above.

ELIGIBILITY

Financial Assistance is intended to be **supplemental** to student's and student's family resources. Assistance is based on **financial need**. To be eligible for a student loan, an applicant must:

- be a resident of Alberta for 12 months or more,
- prove financial need,
- be enrolled as a full-time student, (must be enrolled in at least 60% of a full course load)
- and maintain passing grades in at least 60% of a full course load in order to maintain eligibility.

Section 1: Personal Information

Remember a student loan is a loan like any other loan and must be repaid whether you have completed the program or not. Thus, borrow less and keep your debt low by saving more during the months before you start school.

Citizenship status

Students with a study permit are not eligible to apply for government funding. Students who are Protected Persons, including Convention Refugees, may be eligible for financial assistance. Must submit following documents:

- Protected Persons Status documents, and
- Copy of student's Social Insurance Number card with a valid Expiry date

Alberta residency

- To qualify as an Alberta resident, you must have resided in Alberta as a non full-time post-secondary student for 12 consecutive months **before** starting full-time studies. You need not have worked full-time - the key is "non full-time post-secondary student".
- Dependent students are residents of the province where their parents reside.
- A dependent student of divorced parents will be a resident of the province of the parent who has custody. However, sometimes it is to the student's advantage to choose the parent who resides in Alberta.

Permanent disability

- If you answer "yes" to this question, you must provide a letter from a medical doctor or a professional indicating the nature of the disability and complete Schedule 4.

Canada Student Grant for persons with permanent disabilities

- If you answer "yes" to this question, you are required to complete Schedule 4 of the full time application. If equipment is requested, provide two separate estimates for the equipment.
- Students with permanent disabilities may study at 40% to 59% of full course load and be deemed full-time students for financial assistance. If you are intending to be enrolled in above reduced course load, please make sure that you need to complete section 1, and 4 of Schedule 4. Section 5 must be completed and signed by the counselor for Students with Permanent Disability or Financial Aid Administrator at NAIT.

Date completed regular high school

- If you completed high school in 2007 or before, you are considered an independent student and your parents **do not** have to complete Schedule 1, "Parental Financial Information".
- If you completed high school in 2008 or later, you are considered a dependent student and your parents **must complete** Schedule 1, "Parental Financial Information".
- If you completed high school in 2008 or later, but have **answered "yes"** to the question following Date completed regular high school, you have established your **independent** status and your parents **do not** have to complete Schedule 1.

Your Alberta student number (ASN) - mandatory

You can obtain the ASN from your Alberta high school transcripts. However, if you do not know your ASN or you moved to Alberta from another province, you may use a learner registry to request and lookup a ASN by logging onto: www.education.alberta.ca or call (780) 427-5318 to request Alberta Student Number form.

Section 2: Contact Information

- Provide the name, address, and phone number of a relative. This information is used for contact purposes only.

Section 3: Information for the four months before starting the 2011-2012 School Year

- You must indicate whether or not you were a full-time student in the four-month period before the start of your full-time studies. For the start of studies in September, the four month period would be May, June, July and August. For a January start date, the four-month period would be September, October, November and December.
- Alberta Advanced Education uses this information to determine the Minimum Expected Contribution:
 - with two months between periods of study = \$720
 - with three months between periods of study = \$1,080
 - with four months between periods of study = \$1,350

Note: This contribution can be met through a combination of savings and part-time earnings. If you and your spouse are both attending full-time, total savings will automatically be divided by two. It is still expected that each spouse/student meet the minimum savings requirement. Single parents are not required to make a pre-study contribution.

Section 4: Full-time Studies Information: (classes between Aug. 1, 2011 and July 31, 2012)

Program: Assistance is available for designated programs only. If you are applying on-line, please choose your program from the drop down menu.

Program outcome: Specify whether you will be obtaining a certificate, diploma or a degree

Program specialization: Specify your major (i.e. Accounting, Finance, etc.) **If you are a 1st year business student, choose "General" as program specialization

Program delivery method: Indicate whether you are enrolled in correspondence, e-learning, Distance study.

Last year in school

If you answer "yes" to this question, you will automatically be assessed for Loan Relief Completion Payment. If you have had an Alberta Student Loans in previous years and this is your final year of studies and will be exceeding the maximum debt limit allowed for your program, you may be eligible to receive the Loan Relief Completion Payment upon completion of your studies.

Start and end dates

You may obtain the start date and the end date of your program by logging onto www.nait.ca/financialaid

If you are repeating a year of your studies because you failed courses, you must include copies of your official transcript with the application and explain your situation.

- Students are eligible for funding for three years to complete a two-year diploma and two years of funding to complete a one-year certificate.

If you change the program after applying for a student loan, your student loan will not be valid for the new program you are enrolled. You must re-apply for a new student loan for the new program.

Section 5: Dependent Children Information: completed by single parents married or common-law

Indicate How Many Children in Each Age Group

- Dependent children are those children you and/or your spouse/partner are legally responsible for and are living with you.
- Students are expected to obtain subsidized day care. Maximum day care will be allowed up to \$530/month per child under 12 years of age. Students must provide receipts along with the application to obtain maximum day-care allowed.

A reminder not to use your credit card for cash advances – the interest kicks in as soon as you walk away with the cash!

Section 6: Student Study Period Costs and Resource Information

While attending school I will be:

- Living with parents the allowable budget is **\$432 per month** for a single student.
- Living away from home monthly budget is **\$941 per month** for single students.

Total monthly expenses

- Application do not request monthly living costs A standard budget will be used to calculate living expenses while in school.

Part-time earnings

- Students must enter the full amount of net earnings.
- The \$800/month exemption will be calculated automatically.

Spousal contribution (if applicable)

- Students must enter the full amount of net spouse earnings.
- A \$800/month exemption will be calculated automatically.
- Justifiable reason for spousal unemployment:
 - a) at home with children aged one year or younger,
 - b) documented inability to find employment,
 - c) documented medical reasons,
 - d) does not have a valid SIN and thus not allowed to work in Canada,
 - e) full-time student

Note: Married students who are both attending full-time should enter all their costs, resources and the full value of all RRSPs, assets, and vehicles. The appropriate calculation will automatically occur for married students.

Assistantships

- This does not apply to NAIT students. It refers mostly to students attending university and are working in graduate studies and receiving research or teaching assistantships.

Stipends

- Students must enter the total amount. Usually, NAIT's students will not receive stipends. But, students may apply and receive a bursary once they have commenced their studies.

Contribution from parents

- Is required from parents of single students unless you have been out of high school four years or more or you have been available to work full-time for two or more years.
- Unless your parents have agreed to contribute a specific monthly amount, you can indicate zero. Expected parental contribution will be automatically calculated by Alberta Advanced Education - Students Finance Board with the information you have provided on Schedule 1 of the funding application.
- If more than one student in the family is attending a post-secondary institution, parental contribution is divided by the number attending.
- If parents have contributed to a RESP, the student may report the amount that he/she will be getting for the academic year on this line (Do not list the full amount that the student is receiving for the entire period of the program)

Tuition

- NAIT tuition for the Academic Year 2011-2012 is **\$3,906.00**
- NAIT tuition for one semester is **\$1, 953.00**

Fees

- Mandatory NAITSA Fee for a full academic year is **\$233.34**, (NAITSA Fee **\$116.67** per semester)
- Mandatory U-Pass fees for a full academic year **\$250.00** (U-Pass fees **\$125.00** per semester)
- Mandatory Rec Athletic fees for full academic year **\$140.00** (**\$70.00** per semester)
- Mandatory Health and Dental Fee for Single Student is **\$206.00** for a full academic year (**\$103.00** for a Semester). For the family rate, please contact the Student Benefit Office at (780) 471-7730.
- Total amount to be included in Mandatory fees, **\$829.34** for academic year, one semester fee is **\$414.67**

Books, supplies and Instruments

- **NAIT 2011-2012 Program Cost Estimates** at www.nait.ca/financialaid. This information is populated for on-line application.

Computer Costs Add \$300 for computer related costs

Savings

- Students are expected to make a minimum contribution based on their availability to work during the four-month period before the start of their studies. Refer to Section 3, page 2 of this guide.

Registered Retirement Savings Plan (R.R.S.P.'s)

- Students must enter the full value of all RRSPs. (\$2,000 exemption for each year out of high school will be calculated automatically).
- RRSP's must have been purchased prior to the start of post-secondary studies.
- If both you and your spouse are attending full-time, this amount will automatically be divided by two.

Assets (Any amount reported here will be used as resources)

- Savings (from all accounts including Tax-Free Savings Account)
- Assets include term deposits, bonds, GICs, and stocks etc.
- Students must enter the full value of all assets.

Scholarships and awards

- Students must enter the full amount of all scholarships received. Provincially scholarships and awards are fully exempt. However, Federal exception for scholarship amount is \$1800. Provincial assessment calculation will not use scholarship as resources.

Total amount of assistance requested

- It is in the best interest of students to minimize total student debt load.
- For many students, their actual need is less than their eligibility.
- To allow students to request only the amount required to supplement all other resources, a student may enter the requested amount in this line.
- If this line is left blank, the student's award will be calculated using Students Finance allowable cost guidelines and subtracting total resources.

Section 7: Applicant Declaration and Consent

- Two signatures are required.

To receive a fast response to your application, you may submit your application electronically by logging onto www.alis.albeta.ca. Please ensure that you submit the "Applicant Declaration and Consent" form, which you will receive in the mail, together with your Notice of Assessment to Students Finance.