PART-TIME STUDENT GRANT AND LOAN APPLICATION 2025-2026

Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number (SIN) to apply. Print clearly and sign the application in ink.

CANADA STUDENT FINANCIAL ASSISTANCE PROGRAM	Province / Territory in which you are a resident **Please see Page 5 for Residency definition**	Student Number (if applicable)	Social Insurance Number (999 999 999)

A. Personal Information

Family Name	Given Name

Mailing Address While at School (Street, Apartment Number, Rural Route, Post Office Box)

City / Town	Province / Territory	Postal code (A1A 1A1)	Country

Telephone Number While at School (999) 999-9999	Cell Phone Number While at School (999) 999-9999	Date of Birth (YYYY-MM-DD)	Gender ◯ M ◯ F ◯ Another Gender

Citizenship Status

◯ Canadian Citizen ◯ Protected Person

◯ Permanent Resident

◯ Person registered as an Indian under the *Indian Act* who is not a Canadian citizen

Additional Citizenship Status documentation is required:
If you selected Permanent Resident, you must attach a copy of your Permanent Resident Card or a copy of your landing document.
If you selected Protected Person, you must attach a copy of a valid Protected Persons Status Document (if available), OR a copy of the Immigration and Refugee Board of Canada's Notice of Decision document, OR a copy of Immigration, Refugees and Citizenship Canada's Verification of Status document.

If required documentation is not included, there will be delays in processing your application.

Do you wish to declare yourself as a student with a permanent disability? ◯ Yes ◯ No

Do you wish to declare yourself as a student with a persistent or prolonged disability? ◯ Yes ◯ No

If you wish to declare yourself as a student with a permanent disability, or a student with a persistent or prolonged disability, you must attach proof of your disability (e.g., medical certificate, psycho-educational assessment, or documentation providing receipt of federal or provincial/territorial permanent disability assistance).

Note for borrowers with a permanent disability: If documentation of your permanent disability has previously been confirmed when applying for a federal or provincial student loan, you are not required to submit additional proof of your disability. Note that psycho-educational assessments done before the applicant's 18th birthday are valid for only five years. If older than five years, a new learning disability assessment will be required. This new assessment however, is deemed permanent.
Please see page 5 for definitions.

Marital Status

◯ Single ◯ Married ◯ Common-Law

What is the total weekly amount you expect to pay per hour for child care (day-care) for your children, 11 years of age or younger (or 12 and older, who have a permanent disability), during class hours for your current / proposed study period? $ _____

How many dependants do you have living with you full-time during your study period in each age group?

0 - 11 years of age
12 years and older who **do not** have a permanent disability
12 years and older who have a permanent disability

NOTE: For persons 18 years of age or older to be considered a dependant, they must be wholly dependent on the student or the student's spouse or common law partner for their support, care and upbringing. They must reside in Canada with the borrower or in a health care facility and must be dependent by reason of a mental or physical infirmity.

Please note that if you are applying in the Territory of Yukon and have dependants, you are required to submit a copy of the birth certificate for each dependant.

Permanent Address (Street, Apartment Number, Rural Route, Post Office Box)

City / Town	Province / Territory	Postal code (A1A 1A1)	Country

Permanent Telephone Number (999) 999-9999	Permanent Cell Phone Number (999) 999-9999	Email Address of Student

Have you ever studied part-time AND received a grant and/or a loan for those studies? ◯ Yes ◯ No

If **yes**, please attach a transcript demonstrating passing marks for all courses for which you received funding during the most recent part-time study period.

If you were unsuccessful in achieving passing grades during your last funded part-time study period, you must fund one semester of study yourself and achieve passing marks for all courses taken.

Please attach a transcript demonstrating successful completion of this self-funded semester, if completed.

B. Income Information (List the income from Line 15000 of your 2024 Income Tax Return)

Your Income

Your resources will be determined based on Line 15000 of your 2024 Income Tax Return. If you had no income, you must submit documentation explaining this situation. **Please note that if you are applying in the province or territory of SK, MB, NS, PEI, NB or YT you must submit a copy of your Notice of Assessment for verification**.

Total Income $ _____

Your Spouse's/Common-Law Partner's Income

Your spouse's/common-law partner's resources will be determined based on Line 15000 of their 2024 Income Tax Return. If they have no income, they must submit documentation explaining this situation. **Please note that if you are applying in the province or territory of SK, MB, NS, PEI, NB or YT, you must submit a copy of your spouse's/common-law partner's Notice of Assessment for verification**.

Spouse's/Common-Law Partner's Social Insurance Number (SIN) (999-999-999)

Total Income $ _____

Total combined (Your and Your Spouse's/Common-Law Partner's) **family** 2024 Income **$** _____

C. Applicant's Declaration and Signature

Have you received a Part-Time Canada Student Loan that you have not fully repaid? ◯ Yes ◯ No

If yes, what is the total outstanding balance to be repaid on your part-time loan(s)? **$** _____

I request financial assistance to undertake my part-time post-secondary studies in the amount of **$** _____

* Part-time students may be eligible for up to a maximum $10,000.00 in Federal loans, as well as additional non-repayable grants.

Borrowers in default of their full-time or part-time student loans, or their Canada Apprentice Loans, are restricted from receiving all forms of further assistance until their loans are brought up to date.

I will use this assistance to pay the costs associated with my program of studies. I authorize the government, appropriate authority, and educational institution to collect, use and disclose data and information on verifying any information related to any loan and/or grant that I may have for the purpose of carrying out their duties under the administration and enforcement of the *Canada Student Financial Assistance Act* and the *Apprentice Loans Act.* I authorize the Canada Revenue Agency to disclose any information pertaining to my income tax records. I certify that I am not currently in default of any Canada Student Loans and/or Canada Apprentice Loan. I have given complete and true information on this form and I understand that failure to do so may prevent my qualifying for assistance in the future. I understand that if I should receive a grant, it is awarded to me on the condition that it will be used for the purposes for which it was intended. I understand that if I do not respect this condition, it may result in loss of eligibility for future grant funding and possible legal action by the Government of Canada. **I understand that, in respect of a Canada Student Loan and/or Grant if I knowingly make a false statement or misrepresentation in the application or other document or willfully provide any false or misleading information, I am guilty of an offence under the *Canada Student Loans Act* and/or *Canada Student Financial Assistance Act* and liable for a fine or summary conviction.**

_____ Signature of Applicant

_____ Date (YYYY-MM-DD)

Spouse's/Common-Law Partner's Declaration and Signature

I have given complete and true information on this form. I understand that personal information that is relevant to a reassessment or an appeal may be shown to the applicant if the applicant appeals his or her assessment or if the appropriate authority makes a reassessment of financial assistance. I authorize the Canada Revenue Agency to disclose any information pertaining to my income tax records. I am not liable for loans given to the applicant.

_____ Given and Family Name of Spouse/Common-Law Partner (please print)

_____ Signature of Spouse/Common-Law Partner

_____ Date (YYYY-MM-DD)

D. To Be Completed By The Educational Institution

Complete Section D.

Applicant's Family Name	Applicant's Given Name
Social Insurance Number (SIN) (999 999 999)	Student Number
Name of the post-secondary institution	Campus college or city of this institution that the applicant will be attending

List all individual course(s) below.

Course Description	Course Code	Type of Instruction (e.g.: in-class/correspondence/tele-course/distance learning)	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)
Example: Literature and Composition	**ENGL 100**	**Correspondence course**	**(YYYY-MM-DD)**	**(YYYY-MM-DD)**

Period of Study Commencement Date (YYYY-MM-DD)	Period of Study End Date (YYYY-MM-DD)	What are the applicant's tuition and compulsory fees (do not include residence fees) for the period of study?	What are the applicant's book and equipment costs for the period of study?
		$	**$**

What is the applicant's percentage of a full course load?	Number of Weeks of Study	Number of Courses per Week	What is the level of the applicant's program?
%			◯ Diploma ◯ Bachelor's Degree ◯ Doctoral Degree ◯ Certificate ◯ Master's Degree

What faculty / division is the program considered to be in?

◯ Administration / Business ◯ Community Service ◯ Health Sciences ◯ Theology ◯ Education

◯ Agriculture / Related Sciences ◯ Dentistry ◯ Law ◯ Trades

◯ Arts / Sciences ◯ Engineering / Technology ◯ Medicine ◯ Other (specify) _____

Program of Study

I certify that the above information in Section D of this application is correct.

Name of Authorized Officer of the Educational Institution	Title	Telephone Number (999-999-9999)
Email Address of Educational Institution	Signature of Authorized Officer	Date (YYYY-MM-DD)
Address of Educational Institution		Educational Institution Code

E. To Be Completed By The Provincial/Territorial Ministry

Assessed and qualified for assistance ◯ Yes ◯ No		Type of assistance to be provided ◯ Canada Student Grant ◯ Part-Time Canada Student Loan ◯ Both	Field of study code
Family Size Including Applicant		Did the applicant successfully complete previously funded courses (loan funding)? ◯ Yes ◯ No	Did the applicant successfully complete previously funded courses (grant funding)? ◯ Yes ◯ No
Total Income	**$**	Requested amount of assistance by applicant (if indicated)	**$**
		Total Assistance Authorized	
Tuition and Compulsory Fees	**$**	Part-Time Canada Student Loan	**$**
Books / Equipment	**$**	Grant for Students with Disabilities	**$**
Transportation	**$**	Grant for Part-Time Students with Dependants	**$**
Child Care	**$**	Grant for Part-Time Studies	**$**
Miscellaneous	**$**	Part-Time Provincial Student Loan	**$**
Total Expenses	**$**	Provincial Grant	**$**

Comments

APPLICANT - DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS

Application for Assistance for Part-Time Studies

The *Canada Student Loans Act* and *Regulations* (CSLA) and / or the *Canada Student Financial Assistance Act* and *Regulations* (CSFAA) set forth the legal rights and obligations of a student and should be referred to in the case of uncertainty or dispute. With respect to the assistance available to Part-Time students through the Canada Student Financial Assistance Program (CSFA Program), the following definitions apply:

Canada Student Loan (CSL)	- the repayable financial assistance to help eligible students pay for post-secondary education at a designated college, university, or other post-secondary institution, according to the *Canada Student Financial Assistance Regulations.*
Canada Student Grant (CSG)	- financial assistance awarded to qualifying students for the specific purpose of paying eligible costs associated with the undertaking of a program of studies, as set out by the CSFA Program. - Grant amounts are non-repayable provided that the eligibility criteria is maintained for the duration of the study period for which the grant was awarded.

This application form will be used to assess your eligibility for Part-Time CSL assistance as well as CSG assistance for Part-Time Studies.

Incomplete applications cannot be processed. Please ensure that all requested information is provided. You must have a valid Social Insurance Number (SIN) to apply. Print clearly and sign the application in ink.

Instructions to the Applicant

Important:

*** The province of Quebec, the Northwest Territories and Nunavut have chosen not to issue loans or grants under the Canada Student Financial Assistance Program. If you reside in these areas, please contact the appropriate office listed on our website (https://www.canada.ca/en/services/benefits/education/student-aid/grants- loans/province-apply.html) for information on student financial assistance.**

**** The provinces of Alberta, British Columbia, Newfoundland and Labrador, and Ontario use a different application form for part-time assistance. If you are a resident in one of these provinces, you should contact your provincial student aid office or review their website for information on the application process.**

- To apply for Part-Time assistance, **fully complete** sections **A, B, and C** of the attached application form.
- Have the Educational Institution where you are pursuing your Part-Time studies complete Section **D**.
- Submit the completed application form to the appropriate authority in the province in which you last resided for at least 12 months in a row (not including time spent as a full-time post-secondary student). **If you are applying in the province or territory of SK, MB, NS, PEI, NB or YT, you must submit a copy of your Notice of Assessment (and a copy of your spouse's or common-law partner's Notice of Assessment, if applicable).**
  See list of provincial and territorial student aid offices listed on our website (https://www.canada.ca/en/services/benefits/education/student-aid/grants-loans/province-apply.html).

Residency definition: The province or territory of residence of a part-time student is where they have last lived for at least 12 months in a row, not including time as a full-time post-secondary student (but including time as a part-time post-secondary student). A student who has lived in a jurisdiction for less than 12 months in a row, having relocated to be with their spouse or common-law partner, may be funded by the new jurisdiction.

Note: If you are a previous recipient of a grant and/or loan for Part-Time Studies, you must also provide documentation indicating successful completion of all previously funded course(s).

Note to Applicants with a Permanent Disability or a Persistent or Prolonged Disability

The CSFA Program provides for the option of being considered Full-Time or Part-Time for students with a permanent disability or a persistent or prolonged disability taking between 40% and 59% of a Full-Time course load. Additional assistance for students who demonstrate that they have a permanent disability or a persistent or prolonged disability which restricts their ability to participate in post-secondary studies is also available.

If you are an applicant with a permanent disability or a persistent or prolonged disability and you require additional funding to offset exceptional, education-related costs related to your permanent disability, or persistent or prolonged disability you may wish to contact your provincial student aid office and / or financial aid office at your Educational Institution and apply for the Canada Student Grant for Services and Equipment - Persons with Disabilities (CSG-DSE). Students who wish to apply for this grant, provided through the CSFA Program, must fill out an additional application.

Definitions

Permanent disability: means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and that is expected to remain with the person for the person's expected life.

Persistent or prolonged disability: means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and has lasted, or is expected to last, for a period of at least 12 months, but is not expected to remain with the person for the person's expected life.

Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*, the *Canada Student Financial Assistance Act* (CSFAA) and *Regulations*, the *Canada Student Loans Act* (CSLA) and *Regulations,* and the *Apprentice Loans Act* (ALA) and *Regulations* for the administration of the Canada Student Financial Assistance Program (CSFA Program) and/or the Canada Apprentice Loan (CAL). The Social Insurance Number (SIN) is collected under the authority of the CSFAA, the *Canada Student Financial Assistance Regulations* (CSFAR), the *Canada Student Loan Regulations* (CSLR), and the *Apprentice Loans Regulations* (ALR), and in accordance with the Treasury Board Secretariat *Directive on the Social Insurance Number* which lists the CSFAA, the CSFAR, the CSLR, and the ALR as authorized users of the SIN. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the CSFA Program and the CAL.

Participation in the Canada Student Financial Assistance Program is voluntary. Refusal to provide personal information will result in not being considered for a Canada Student Loan.

The information you provide may be disclosed to Statistics Canada for statistical and research purposes, the provincial/territorial government(s), the National Student Loans Service Centre, the Canada Apprentice Loan Service Centre, financial institutions, the Canada Revenue Agency, consumer credit grantor(s), credit bureau(s), credit reporting agency(ies), any person or business with whom you have or may have had financial dealings, and your Financial Institution(s) to directly or indirectly collect, retain, use, and exchange among themselves any personal information related to this application for the purposes of carrying out their duties under the Federal Act(s) and Regulation(s) and/or the applicable Provincial Act(s) and Regulation(s) relating to student and/or apprentice financial assistance, including for administration, enforcement, debt collection, audit, verification, research, and evaluation purposes.

Your personal information is administered in accordance with the CSFAA and CSFAR, the CSLA and CSLR, the ALA and ALR, the *Department of Employment and Social Development Act*, the *Privacy Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information which is described in Personal Information Banks ESDC PPU 030 and/or ESDC PPU 709. Instructions for obtaining this information are outlined in the government publication entitled, Information about Programs and Information Holdings (https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource.html). Information about Programs and Information Holdings may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada (https://www.priv.gc.ca/en/) regarding the institution's handling of your personal information.

Terms and Conditions

1. Eligibility for Program Assistance

The Canada Student Financial Assistance Program (CSFA Program) provides assistance for individuals who undertake their program of study on a Part-Time basis. In order to be eligible you must:

- be a Canadian citizen, a permanent resident of Canada, a protected person (as defined by the *Immigration and Refugee Protection Act*), or a Person registered as an Indian under the *Indian Act;*
- be a resident for at least 12 months of a province or a territory that issues Canada Student Loans and Grants prior to submitting a loan application. Exception for students who have relocated to be with their spouse or common-law partner;
- demonstrate financial need;
- be enrolled in 20-59% of a full course load at a designated Educational Institution;
- have not reached the maximum $10,000 in Part-Time CSL; and
- not be in default of a full-time or part-time CSL and / or a Canada Apprentice Loan (CAL).

Note: If you are in default on Part-Time and / or Full-Time CSLs issued prior to August 1, 2000, contact your lender to inquire what process is required to remove the restricted status on your loan(s). If you are in default on previous loans issued after August 1, 2000, you will not be eligible for further assistance until you receive clearance from the CSFA Program. Please contact the National Student Loans Service Centre (NSLSC) at 1-888-815-4514. If you are in default on your CAL, you are not eligible to receive further student financial assistance until your restriction is removed. Please contact the Canada Apprentice Loan Service Centre at 1-855-844-5670 to inquire what process is required to remove the restricted status on your loan.

2. Eligible Costs - Applications will be assessed based on the following costs (if applicable):

- tuition including compulsory fees;
- books and supplies;
- transportation to and from classes;
- child care costs incurred to attend classes; and
- an incidental allowance of $10 per week, per course.

Applicants taking studies through correspondence or distance learning may not be assessed with child care and transportation costs, except for those periods where in-class attendance is mandatory (e.g., examinations, etc.).

3. Resources

An applicant (and spouse or common-law partner, if applicable) is required to report all family income as per Line 15000 of their 2024 Income Tax Return(s). The combined total family income (income before deductions) will determine eligibility for CSLs and CSGs.

4. Assistance Provided

Eligible applicants under the CSFA Program will be given assistance in the amount requested if the request is not more than the assessed need or the maximum amounts allowable.

5. Repayment

The principal amount of a student loan made to the borrower as a part-time student, and any interest, where applicable, commence to be payable by the borrower on the last day of the seventh (7th) month following the month in which the applicant ceases to be a Part-Time Student.

6. Verification

An applicant (and spouse or common-law) must sign a declaration releasing income tax data for verification.
An applicant (and spouse or common-law) must sign a certification on the application form that the information given is true and they are aware of the terms and conditions and will abide by them.

Pursuant to the *Canada Student Financial Assistance Act*, the Minister of Employment, Workforce Development, and Labour can deny eligibility for student financial assistance for up to five years and require immediate payment of grants and loans obtained through false statements, misrepresentation, or misleading information. This includes if a person, in respect of a student loan or other financial assistance to a student, knowingly makes any false statement or misrepresentation, including by omission, in an application or other document or knowingly provides any false or misleading information.

Details of your educational program and costs must be completed and signed by an official of your Educational Institution.
If you have previously received Part-Time CSLs, you must fully answer any questions concerning them.

Canada Student Grants

Grant for Students with Disabilities

Part-Time Students with a permanent disability or a persistent or prolonged disability may be eligible to receive $2,800 per federal student loan year to help cover the costs of tuition, books and accommodations.

Grant for Services and Equipment – Students with Disabilities

Part-Time Students with a permanent disability or a persistent or prolonged disability may be eligible to receive up to $20,000 per federal student loan year to help offset exceptional, education-related costs. Applicants must complete a separate application form to apply for this grant.

Grant for Part-Time Students with Dependants

Part-Time Students with up to two dependants under 12 years of age (or older if the dependant has a permanent disability) may be eligible to receive $56 per week of study up to a maximum of $2,688. Students with three or more dependants may be eligible to receive $84 per week of study up to a maximum of $2,688.

Grant for Part-Time Studies

Part-Time Students may be eligible to receive up to $2,520 per federal student loan year.

For more information visit the Canada Student Financial Assistance Program website (https://www.canada.ca/en/services/jobs/education/student-financial-aid.html).