



# INSTRUCTIONS FOR COMPLETING THE 2008-09 APPLICATION

## Canada - Newfoundland and Labrador Integrated Student Loans Program

(version française disponible sur demande)

### Before you start:

**Please read the information guide carefully prior to completing your application. It contains a wealth of information you need to know when borrowing Canada-Newfoundland and Labrador Integrated Student Loans.**

You will need to gather the following information before completing your application:

- Your Social Insurance Number;
- Parental income from lines 150 and 236 of the 2007 Income Tax Notice of Assessment (for dependent students only);
- Parents' dates of birth, Social Insurance Numbers and postal codes (for dependent students only); and
- Your employment/education history for the past five years.

The following instructions are meant to assist in guiding you through the completion of the application.

## SECTION A - PERSONAL DATA

- Ensure you correctly enter your Social Insurance Number
- Provide complete mailing address - this is where we will send all correspondence

## SECTION B - PROGRAM INFORMATION

- Where you study is important - please ensure the name of the institution, location, program of study and the year of study is completed
- You are encouraged to enroll in a 100% course load as this will provide maximum benefits for reducing your debt upon graduation – see *Debt Reduction Grants* in the *Information Guide* for complete details
- If you are unable to enroll in a 100% or 80% course load, review the information on acceptable conditions to receive assistance – see *Reduced Course Load*, in the *Information Guide* for complete details
- You may need a Program Cost Form to verify associated costs and other relevant information - see Program Cost Form in the *Information Guide* for complete details

## SECTION C - STUDENT CATEGORY

- Check all items which apply
- If no items apply, then you are a dependent student and must provide your parents' information in section D and signatures in sections K and M

## SECTION D - PARENTAL INFORMATION (FOR DEPENDENT STUDENTS ONLY)

- This is where you will need parental income information from lines 150 and 236 of the 2007 Income Tax Notice of Assessment
- For each parent you will also need dates of birth, Social Insurance Numbers and postal codes
- Be sure to include yourself in the list of dependents
- If applying online, you will need to submit a Parents' Declaration, Consent and Signature Form

## SECTION E - RESIDENCY STATUS

- Check the appropriate items that apply
- In order to receive student financial assistance from Newfoundland and Labrador, you must be a resident of the province – see *Residency* in the *Information Guide* for complete details

## SECTION F - EMPLOYMENT/EDUCATION HISTORY

- The year and month that you left high school is required
- If you completed the Adult Education Program, please include start and end dates in the detailed requirements table
- If you have been in post-secondary for the past two or more years, this can be indicated on one line only. Just include the initial start date and your most recent end date
- Be sure to include your employment history - special attention to the summer periods and the 12 months preceding your original start date of post-secondary education

## **SECTION G - PRE-STUDY INFORMATION**

- If you have earnings immediately preceding the start date of your study period, you are expected to save a portion of these earnings - see related information in the *Information Guide* for complete details

## **SECTION H - STUDY INFORMATION**

- All earnings while you are attending school must be reported - see related information in the *Information Guide* for complete details

## **SECTION I - MARRIED/COMMON-LAW/SINGLE PARENT STUDENTS**

- Read the Declaration information carefully!
- Do not include your spousal information in this section
- Only include those persons dependent upon you during your study period
- If applying online, and if applicable, you will need to submit a Spouse's Declaration, Consent and Signature Form

## **SECTION J - STUDENT'S DECLARATION, CONSENT AND SIGNATURE**

- Read the Declaration information carefully!
- You must sign and print your name!
- If applying online, you will need to submit a Student's Declaration, Consent and Signature Form

## **SECTION K - PARENTS' DECLARATION, CONSENT AND SIGNATURE**

- Read the Declaration information carefully!
- If you are dependent (see section C), your parent(s) must sign and print their names
- If applying online, you will need to submit a Parents' Declaration, Consent and Signature Form

## **SECTION L - SPOUSE'S DECLARATION, CONSENT AND SIGNATURE**

- Read the Declaration information carefully!
- If you are married/common-law, your spouse must sign and print his/her name!
- If applying online, you will need to submit Spouse's Declaration, Consent and Signature Form

## **SECTION M - CANADA REVENUE AGENCY AUTHORIZATION**

- You, and, if applicable, your parent(s) or spouse must sign and print their names

## **SECTION N - STUDENT'S CONSENT TO RELEASE PERSONAL INFORMATION**

- We will need your authorization to speak to people on your behalf. Please indicate the name(s) of the person(s) to whom you are providing this authorization

**Check *Final Documentation Checklist* on the back inside cover for a list of important documents we may require to process your application**