

Program Cost Form (Full-Time)

Canada-Newfoundland and Labrador Integrated Student Financial Assistance Program

This form is to be completed by an official of the educational institution. It is required for **full-time** students studying at post-secondary institutions other than Memorial University of Newfoundland, Marine Institute, and College of the North Atlantic, unless otherwise requested. **Guidelines and instructions on completing this form are located on the second page.**

A. Student's Personal Information								
Student's First Name			Student's Last Name			Student's Social Insurance Number (SIN) XXX-XXX-		
B. Educational Institution								
Name of Educational Institution					Website			
Address					Are courses via correspondence/distance only? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Official					Canada Student Loan Institution Code			
Telephone Number			Fax Number			Email Address		
C. Program Information								
Program of Study					Area of Specialization or Major (if applicable)			
Year of program student is currently registered			Total Number of Years in the Program			Total Number of Weeks in the Program (See Instructions)		
Level of Study <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor's <input type="checkbox"/> Other –please specify:			<input type="checkbox"/> Master's <input type="checkbox"/> PhD			For All Private Career Colleges - Total Tuition for Program:		
Student's Period of Study (by semester for the current academic year)								
Semester Start Date (YYYY-MM-DD)	Semester End Date (YYYY-MM-DD)	Number of Weeks	% of Full Course Load	Currency	Tuition Costs	Book/Supply Costs	Compulsory Fees	Paid Work Term (Y/N)
Official's Signature					Date			

Collection and Use of Information:

This personal information is collected under the authority of the **Canada Student Loans Act**, **Canada Student Financial Assistance Act**, and the **Student Financial Assistance Act, 2019** (Newfoundland and Labrador) as amended from time to time and will be used to determine and verify eligibility under the federal and provincial student financial assistance programs. For any questions about the collection and use of this information, contact the Director, Student Financial Services Division, Department of Education, Government of Newfoundland and Labrador, P.O. Box 8700, St. John's, NL, A1B 4J6 or (709) 729-5849.

Submit completed form by email to studentaidmailbox@gov.nl.ca, fax to 709-729-2298, or mail to Student Financial Services Division, Department of Education, P.O. Box 8700, St. John's, NL A1B 4J6

General Information:

The purpose of the **Program Cost Form** is to provide StudentAidNL with the necessary program and cost information to assess an application for student financial assistance for full-time study under the Canada - Newfoundland and Labrador Integrated Student Financial Assistance Program.

Instructions for the Educational Institution:

- Please provide the full name and the last 3 digits of Social Insurance Number of the student for whom this Program Cost Form is being completed.
- Indicate the percentage of full-course load per semester the student is enrolled (i.e., if five courses are considered 100%, four courses would be considered 80%) and the actual cost of tuition, books/supplies and compulsory fees.
- The total number of weeks for the program is intended to capture the number of weeks for **all years of the program** (i.e., a 4 year program with 34 weeks each year has 136 Total Weeks in the Program).
- Computer costs should not be included.
- See below for definitions.

Guidelines for Semester Length:

- A semester can be no less than 6 weeks in duration; however, the program must be at least 12 weeks. Funding periods should align with the natural breaks during the academic year.
- No semester can extend beyond July 31 for a period greater than 5 weeks.
- Breaks In Study: An institution break is a period of time during the delivery of a program when instruction is not offered. Breaks in full-time study are permitted as long as the combined break time does not exceed 2 consecutive weeks in duration. For example, if your institution has a 2-week Christmas break, you should include the first break week in the number of weeks for the Fall Semester and include the second break week for the Winter Semester (i.e., indicate 17 weeks instead of 16 weeks from September to December).
- Do not put the generic start and end dates of the semester on the Program Cost Form if they do not apply to the student for whom this form is being completed. The dates given should be specific for the student whose name appears on the form (i.e., if the program/semester normally starts in September but the student does not start until November, then the Program Cost Form should have a start date of November and not September).

Terms Defined:

Full-time Student: registered for at least 60% of a full course load (40% for students with a disability).

Part-time Students: registered for between 20-59% of a full course load. (Students with a disability can select full-time or part-time status if registered between 40-59%)

Tuition: The actual cost of tuition, based on the actual amount made payable to the educational institution.

Book/Supply Costs: Can consist of, but not limited to, items such as notebooks, paper, pens, pencils, typing and photocopy services and other similar supplies required to complete the program of study up to a maximum of \$550 for each semester. The specific books and supplies required may vary from one program to another.

Compulsory Fees (can include):

- Annual admission fees required when submitting applications
- Student council fees
- Student services fees
- Field trip costs
- Examinations fees
- Graduate thesis costs
- Other amounts payable by students to the educational institution which are required for their course of study
- Membership fees for professional or other societies