

Program Cost Form (Part-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 all **part-time** students. **Guidelines and instructions for 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 XXX-XXX-	
B. Educational Institution Information					
Name of Educational Institution			Website		
Campus and Address			Canada Student Financial Assistance Program Institution Code		
Name of Authorized Official			Email Address		
Telephone Number			Fax Number		
C. Program Information (See Instructions for the Educational Institution)					
Program of Study		Area of Specialization or Major (if applicable)			
Total Number of Years for the entire Program	Total Number of Program Weeks Combined (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			
What faculty/division is the program considered to be? <input type="checkbox"/> Administration/Business <input type="checkbox"/> Health Sciences <input type="checkbox"/> Community Service <input type="checkbox"/> Dentistry <input type="checkbox"/> Theology <input type="checkbox"/> Education <input type="checkbox"/> Medicine <input type="checkbox"/> Law <input type="checkbox"/> Trades <input type="checkbox"/> Arts/Sciences <input type="checkbox"/> Agriculture/Related Sciences <input type="checkbox"/> Other – please specify _____					
D. Student's Specific Period of Study Information List all individual course(s) in which the student is registered below.					
Course Description (ex: Literature)		Course Code (ex. ENGL1000)	Type of Instruction (ex. on campus, online. See Terms Defined)	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)
Period of Study Start Date (YYYY-MM-DD)	Period of Study End Date (YYYY-MM-DD)	What is the student's percentage of a full course load for the period of study? (See Instructions)	Number of Courses per Week for the period of study		Number of Weeks in the Period of Study
What are the student's tuition and compulsory fees (do not include residence fees) for the period of study?			What are the student's book and equipment costs for the period of study?		
Tuition		Compulsory Fees	Books		Equipment
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.

Instructions for the Educational Institution:

- If not already completed by the student, please provide the full name, the last 3 digits of Social Insurance Number and program information of the student for whom this Program Cost Form is being completed.
- Section C – Please complete this section using the program details for students studying at 100% course load. The Total Number of Program Weeks Combined is intended to capture the number of weeks for **all years of the program combined when completed on a full-time basis** (i.e., a 4-year program with 34 weeks each year has 136 total weeks in the program for a student enrolled in 100% of a full course load).
- Section D - Indicate the percentage of full-course load the student is actually enrolled (i.e., if five courses are considered 100%, **two courses would be considered 40%**) and the actual cost to the student for tuition, compulsory fees, books and equipment for the period of study.
- Computer costs should not be included.
- See below for definitions.

Guidelines for Semester Length:

- The program must be at least 12 weeks in duration. 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.
- Do not include generic start and end dates for a semester on the Program Cost Form if they do not pertain to the student applying. 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

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%)

Type of Instruction: Must describe the location of learning and interaction with instructor. Some examples are in-class, online (requires internet access), correspondence (using email or postal mail), hybrid (some combination of in-class and remote learning).

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

Book/Equipment 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. The specific books and equipment 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