



## **Student Loan Information Package**

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P.O. Box 389  
Holyrood, NL A0A 2R0  
Ph: (709) 229-6464 or (888) 229-6468  
Fx: (709) 229-6469  
Website: [www.oecollege.ca](http://www.oecollege.ca)  
Email: [oec@oecollege.ca](mailto:oec@oecollege.ca)

## Student Loan Information

Anyone applying for a student loan should keep track of all information pertaining to their loan. Students should check online on a regular basis to keep themselves updated on the status of their loans. You will need your Social Insurance Number and Date of Birth to access your loan information online. It will show you how much you're receiving for both semesters in loans and grants (if eligible). It will also show any over-awards you may have. Anyone attending a program at OEC will **NOT** receive a student loan to cover the full cost of tuition and books. It is recommended that you apply online at [www.gov.nl.ca/student](http://www.gov.nl.ca/student). Apply early to avoid delay in receiving assistance. You are to include your **Social Insurance Number** on all correspondence and have it available when calling the Student Financial Services Division and the National Student Loans Service Centre.

Please refer to Student Budget Worksheet:

[https://www.aesl.gov.nl.ca/studentaid/apply/2017\\_2018/Budget\\_Worksheet.pdf](https://www.aesl.gov.nl.ca/studentaid/apply/2017_2018/Budget_Worksheet.pdf)

### Receiving Student Loans and Grants

#### Receiving a Student Loan

Effective April 3, 2018, the Master Student Financial Assistance Agreement moved to an Electronic Process.

In order to receive student loan/grant funding, new applicants requiring a Master Student Financial Assistance Agreement (**MSFAA**) will be required to follow an online process to confirm your identify; register your account with the National Student Loans Service Centre (NSLSC); and complete your MSFAA online and accept the Terms and Conditions of the agreement. This process must be completed in order for a student to receive their funding.

A MSFAA is required if a student:

- Is a first time loan or grant recipient enrolled in full-time studies;
- Previously submitted a MSFAA but have left full-time studies for two years or more; or
- Has previously received student loans and/or grants, but has since established residency in another province/territory.

#### Submitting the MSFAA

Submitting the MSFAA is an online, electronic process. It will take about 20 minutes to complete.

Within 1-2 business days from the date of receiving the Notice of Assessment, Student Financial Services will send students an email indicating the unique 10-digit MSFAA number required to be used during the online submission process that has been uploaded to their online account. Students simply log into their online account to obtain the MSFAA number. The NSLSC will then send a "Welcome Email" within 1-2 business days with the subject line "Register now to set up your online account" including a link to begin the online process. Students are then ready to proceed with submitting the MSFAA.

Before proceeding with the online process, please ensure you have the following information readily available:

- Bank account information – including transit number, institution number and account number;
- Social Insurance Number (SIN);
- Unique 10 digit MSFAA number (located in your online Student Aid account once assessed); and
- Date of Birth

The submission process will need to be completed in **one session**. The process includes:

- Linking into the NSLSC website and confirming identity;
- Registering for an online NSLSC account, once identity has been confirmed; and
- Completing the online MSFAA upon successfully registering for an online NSLSC account.

### **Electronic Confirmation of Enrolment (ECE)**

**Electronic Confirmation of Enrolment (ECE)** is faster and more efficient than the previous paper-based confirmation of enrolment process. ECE allows schools to provide confirmation of your full-time enrolment to the National Student Loan Service Centre (NSLSC) online. Since your enrolment needs to be confirmed before funds can be deposited in your account or forwarded to your school, ECE will help you get your financial assistance much quicker.

The in-study earning exemption for full and part-time students increased from **\$50** to **\$100** per week of study. This means that you can earn more money and have a higher family income without affecting your eligibility for Canada Student Loans and Grants.

### **Email Requirement**

An email address will now be **required** when creating an account on the Student Aid Login site. You will need to provide a username and password upon creating an account.

Once full-time enrolment has been confirmed, but no earlier than the first day of classes, eligible financial assistance will be deposited to your bank account. All or a part of your financial assistance may be sent to your school to pay fees owing. You will receive a letter from the NSLSC advising you of the amount of your disbursement that has been issued to you and/or your school.

## Contact Information

### Student Financial Services Division

Telephone:	(709) 729-5849	Business Hours:	Monday to Friday
Toll Free:	(888) 657-0800		9:00am to 4:30pm
Fax:	(709) 729-2298	Counter Service:	10:00am to 4:00pm
Web Site:	<a href="http://www.aesl.gov.nl.ca/studentaid">www.aesl.gov.nl.ca/studentaid</a>		
E-mail:	<a href="mailto:studentaidenquiry@gov.nl.ca">studentaidenquiry@gov.nl.ca</a> (for those asking a question)		
E-mail:	<a href="mailto:studentaidmailbox@gov.nl.ca">studentaidmailbox@gov.nl.ca</a> (for documentation submission)		

Office Location:	216 Prince Philip Drive Coughlan College Memorial University St. John's, NL A1B 3R5	Mailing Address:	P.O. Box 8700 St. John's, NL A1B 4J6
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### National Student Loans Service Centre

Telephone:	1-888-815-4514	Mailing Address:	P.O. Box 4030
Fax:	1-866-656-5639		Mississauga, ON L5A 4M4
Web Site:	<a href="http://www.canlearn.ca">www.canlearn.ca</a>		

### Student Financial Assistance Officer (SFAO)

#### **Barbara Sheppard**

SFAO/Office Manager	Web Site:	<a href="http://www.oecollege.ca">www.oecollege.ca</a>
Ph: (709) 229-6464, ext. 203; or	Email:	<a href="mailto:barbara@oecollege.ca">barbara@oecollege.ca</a>
Toll Free: 1-888-229-6468		
Fax: (709) 229-6469		

## **Career & Financial Counselling Services**

### **What is the role of a Career Counseling Specialist within Student Financial Services?**

The Career Counselling Specialist promotes sound career decision making that will lead to graduating post-secondary education in a timely manner with a reasonable student loan debt, through career and financial counseling.

### **Why do Students get referred to a Career Counselling specialist?**

- Switching programs of study after the permissible time.
- Requesting financial assistance for subsequent program.
- Completing programs of study in a timely manner.
- Request for reduced course load.
- High unmet need of over \$3000 per semester.

### **Who Refers Students to a Career Counselling Specialist?**

Internally referrals are received from Management, Appeals Officer, Senior Assessment Officers and Client Service Representatives. Externally referrals can be received from Post-Secondary School Representatives, Secondary School Guidance Counsellors, professionals from the community and self-referrals.

### **What can you expect to discuss with a Career Counselling Specialist?**

During the initial session with a student, the career plan is reviewed which will include discussions on previous and/or current academic endeavors to establish suitability to the new program choice. Additionally, emphasis is placed on reviewing the students' labour market awareness. If it is determined that the student lacks knowledge in this area they will be required to complete a Labour Market Research Questionnaire. This questionnaire requires the student to research a variety of resources to ensure they have a full understanding of the employment and salary potential for this occupation.

As well, there is a review of the student's awareness of their current student loan debt, projected debt and how the accumulated debt will impact the Total Service Debt Ratio depending on salary expectation. The Total Service Debt Ratio is a calculation which provides insight into a student's ability to repay.

Should the student be required to gather subsequent information, additional sessions with a Career Counselling Specialist can be arranged to ensure the information is adequate prior to counselor recommendation.

A Career Counselling Summary Report is completed which will include a recommendation on whether additional financial assistance should be provided and the student is notified of the recommendation. The decision will be made by the Senior Assessment Officer or Appeals Officer which is usually the source of the referral.

### **How can I contact a Career Counselling Specialist?**

Consult with a Client Service Representative to see if your circumstances warrant a referral to a Career Counselling Specialist.

#### **Student Aid**

Department of Advanced Education, Skills & Labour  
P.O. Box 8700  
Coughlan College  
Memorial University  
St. John's, NL A1A 4J6

Telephone: (709) 729-5849  
Toll Free: (888) 657-0800  
Fax: (709) 729-2298  
Email: [studentaidenquiry@gov.nl.ca](mailto:studentaidenquiry@gov.nl.ca)

### **Deadlines (as they relate to OEC)**

#### **Applications**

Eight weeks after the start of classes.

#### **Appeals**

Eight weeks prior to the end of the period of study (semester).

#### **External Appeals Board**

Six weeks prior to the end of the period of study (semester).

#### **Income Confirmation Form**

Deadline is eight weeks after the start of classes.

**The following service standards apply to the processing of applications, forms and documentation and to reviewing appeals:**

#### **Applications**

**Online (recommended)** - 10 business days

**Paper** - 20 business days

**CSG for Services & Equipment for Persons with Permanent Disabilities** - 10 business days

### **Forms**

**Canada Revenue Agency (CRA)** - 3 business days

**Income Confirmation Form (ICF)** - 15 business days

### **Appeals**

**Medical & Student/Parental** – 14 business days

**Debt Reduction** - 14 business days

### **Audit**

**Audit Verification Form** - 20 business days

### **Inquiries**

**E-mail** - 3 business days

**Counter Service** - 30 minutes

### **Before you start your Application Process, you will need....**

- Your Social Insurance Number
- Your income (and parental or spousal income, if applicable) from line 150 of the Income Tax Notice of Assessment
- Any other financial resources or income information (RESP, investments, scholarships, etc)
- 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 Application** - Must be completed and signed in ink (if paper application)

New Optional fields are added to the application. Answering these questions may allow for access to additional federal funding. Additions are as follows: self-identify as visible minority; self-identify as an indigenous person; indicate if spouse of married student is in receipt of federal or provincial Permanent Disability benefits.

- Section A - Personal Information**  
Enter your full name as it appears on your Social Insurance card and provide an email address. Optional questions are included and you can decide if you would like to answer.

- Section B - Program Information**  
A **Program Cost Form** is needed from the College to verify associated costs and other relevant information. If you are applying as a student with a permanent disability, you will have to complete the **Verification of Eligibility Form**. As well, if you register for 60% of a full course load, you may receive only the Canada portion of the student loan. You need to be enrolled in at least **80%** to qualify for both **Canada** and **Provincial** loans. If you have received a loan prior to the program you are now applying for, and that program is different from the program for which you last received assistance, then you will need to attach detailed rationale for switch to new program.
- Section C - Student Category**  
Check all that apply to you. If no items apply, then you are a dependent student and must provide your parents' information in section D.
- Section D - Parental Information (FOR DEPENDANT STUDENTS ONLY)**  
This is where you will need your parents' income information from line 150 of the Income Tax Notice of Assessment. You will also need their date of birth's, social insurance numbers and postal code. Be sure to include yourself in the list of dependents. Information from both biological parents is required. If this section is not completed by a second parent, your application will only be processed if there are legitimate exceptional circumstances where there is no contact with the other parent. A satisfactory written explanation by the parent with whom you reside must be submitted.
- Section E - Residency Status**  
Must be a resident of Newfoundland and Labrador.
- Section F - Employment/Education History**  
This section requires information from the previous five years. The year and month that you left high school must be included. If ABE was completed, please include start and end dates in the detailed requirements table. Periods of unemployment or times while in receipt of Income Support must be included along with the province of residence during these times.
- 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. You will need your income information from line 150 of the Income Tax Notice of Assessment. Your pre-study period is the time between the end of your last period of full time studies (post-secondary or highschool), and your first day of classes for the current academic year, for a **minimum of 4 weeks** and a **maximum of 17 weeks**.
- Section H - Study Period Information**  
All earnings during the study period must be reported. Your financial resources will be used to calculate the amount you will be expected to contribute to your education. These include, but not limited to, earned income, EI benefits, training allowances, pension, investments and scholarships.



- Section I - Married/Common-Law/Single Parent Students**  
Do not include spousal information in this section. Only include those who are dependent upon you during the study period. Written confirmation of partial or no childcare support is required.
- Section J - Declaration, Consent and Signature Section**  
By completing this section, you are agreeing to the declarations and consents outlined, including authorization to Canada Revenue Agency.

### **Note**

An application is not considered fully completed until ALL required documentation has been submitted.

## **Forms**

### **Declaration, Consent and Signature Form**

If you complete a paper application, then complete section J. If you completed your application online, download the Declaration, Consent and Signature Form.

### **Program Cost Form**

Must be filled out by an official at the Operating Engineers College and must be included with your application for financial assistance. This form can also be submitted to the Student Financial Services Division in person, by mail, e-mail or fax.

### **Income Confirmation Form (ICF)**

The **Income Confirmation Form** is not to be submitted with your application form. The ICF is a **critical** part of the application process for the second semester. Failure to submit the form by the deadline date will result in the forfeiture of student loans and/or grants.

If the gross income amount on the ICF is less than the amount you reported on your application, please include an explanation on the reverse side of the form to account for the difference. Deadline is **8-weeks** after the period of studies start date.

### **Confirmation of Enrolment Form (Schedule 2)**

If you are not in receipt of a student loan and are attending post-secondary full-time, you must confirm your enrolment by notifying the NLCSA to maintain interest free status and keep your loan in good standing. Complete the form before the end of the first month in the semester.

### **Parents' Declaration, Consent and Signature Form**

This form is required if you are a dependent student.

### **Spouses' Declaration, Consent and Signature Form**

This form is required if you are married or in a common-law relationship.

### **Student's Consent to Release Personal Information Form**

Privacy legislation limits whom we can discuss your file. This form is required if you would like to give your consent to have your personal and financial information shared with a particular individual. Download the Student's Consent to Release Personal Information Form online.

### **Reduced Course Load Request Form**

Must be completed when requesting financial assistance to enroll in a reduced course load (**between 60-79%**) due to extenuating circumstances. If the request is the result of medical reasons, please have the appropriate section completed by a medical professional who is familiar with the condition. A revised Program Cost Form must be submitted to confirm course load and program costs. Information from the medical professional must be on official letterhead or an official stamp of the practitioner's office must be provided on this form.

### **NL Skills Development Information Form**

This form is required if you are receiving tuition, book allowances or a living allowance under the Newfoundland and Labrador Skills Development Program. The form must be completed by a representative from the Department of Advanced Education, Skills and Labour.

### **Employment Insurance Information Form**

This form is required if you are receiving Employment Insurance benefits. The form must be completed by a Service Canada representative.

### **Verification of Eligibility for Students with Permanent Disabilities Form**

To be filled out only if you are applying as a person with a permanent disability. Someone with a permanent disability means a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary school level or the labour market and is expected to remain with the person for the person's expected life.

### **Student Appeal Form**

This is to be completed if you are requesting a review of your assessment. The refusal of parent(s) to contribute to the cost of post-secondary education is **NOT** an acceptable reason to have parental contribution waived.

### **Medical Appeal Form**

If you are requesting that a restriction be removed from your file and/or your over-awards set aside due to a medical withdrawal, this form must be completed by you and your doctor. You have to complete section A and forward this form to your doctor to complete section B. Any fees charged by your doctor to complete this form are your responsibility and will **NOT** be reimbursed by the Student Financial Services Division. You will need to include the following: a letter explaining the extenuating circumstances that caused the withdrawal, unsuccessful completion, dropped course and/or over-awards; A copy of your transcript for the semester in question and your medical information.

### **Additional Documentation**

Documentation requirements depend on your particular situation. Some forms may not be applicable to you.

### **Birth or Baptismal Certificate**

Students with dependents are required to submit a birth certificate for each dependent child, which indicates both parents' names where applicable. A baptismal certificate indicating both parents' names may also be accepted.

### **Child Tax Benefit**

Single parents are required to submit confirmation of receiving Canada Child Tax Benefits. Confirmation can be obtained by calling 1-800-387-1193.

### **Scholarship Verification**

This is required if you are in receipt of a scholarship that exceeds \$1800 per academic year. Unless otherwise confirmed, the full amount of the scholarship will be applied to your first semester.

### **Common-law Documentation**

If you are living in a common-law arrangement, you must submit a letter from an unbiased, unrelated third party who has personal knowledge of your living arrangements and who can confirm the date of cohabitation; confirmation from your landlord is not acceptable. The third party must submit their contact information, occupation and their relationship to you; affidavits are not acceptable.

### **Childcare Confirmation**

If you have a child aged 11 years or under listed as a dependent on your application and you are requesting reimbursement of childcare costs, you must submit a letter from the appropriate government department verifying that you are not receiving a child-care subsidy.

## Grants

### **Provincial Grant**

If you qualify for a **provincial grant**, payment will be issued **6-weeks** after the start of the semester, provided you have completed and submitted an Income Confirmation Form. There is no separate application for the grant; eligibility is determined when you apply for a student loan for full-time studies. This grant will be deposited directly into your bank account by the NSLSC after it has been confirmed that you are still registered as a full-time student and you have submitted a properly completed Income Confirmation Form.

### **Canada Student Grants**

When you apply and qualify for a Canada Student Loan, you are automatically assessed for Canada Student Grants. A separate application is only required for the grant for services and equipment for students with a permanent disability. This grant is non-repayable funding to help pay for post-secondary education. All Canada Student Grants are disbursed in two portions: one at the beginning of the school year and one at the middle of the school year. The amount will be disbursed into your account by the **NSLSC**.

### **Canada Student Grant for Adult Learners**

Not applicable to a student applying for a loan at the Operating Engineers College. This grant is available for a program that is at least two years (**60 weeks**) in duration.

### **Grant for Full-Time Students with Dependants**

Students from low-income families who qualify for a Canada Student Loan and meet the eligibility requirements can receive \$200.00 per month of full-time studies per child who is under 12 years of age at the beginning of the study period. Exceptions can be made for low-income students with dependants 12 years of age or older with a permanent disability.

### **Grant for Students with Permanent Disabilities**

Students with permanent disabilities can receive \$2000.00 per academic year to help cover the costs of accommodation, tuition and books. As grant amounts are fixed, you could receive more money than your assessed need. To be considered for this grant, you must submit a *Verification of Permanent Disability Form* when you apply for full-time assistance.

### **Grant for Services and Equipment for Students with Permanent Disabilities**

Students with permanent disabilities who have exceptional education related costs associated with their permanent disability (such as costs for hiring tutors, note-takers or interpreters, braille-related expenses or technical aids), may receive up to \$20,000 per academic year. To be considered for this grant, you must submit the Verification of Permanent Disability Form when you apply for full-time assistance. Once your application is processed, you will receive written notification of your eligibility. A separate application is required for this grant. The application is available at [www.gov.nl.ca/studentaid/form/](http://www.gov.nl.ca/studentaid/form/)

### **Studentawards.com**

[www.studentawards.com](http://www.studentawards.com) is a **FREE** scholarship search service devoted to helping high school seniors, university and college students find information on scholarships, bursaries, grants and other forms of financial assistance.

By becoming a StudentAwards member, you'll have access to millions of dollars in bursaries, scholarships and awards that could help you pay for school. Spend just 10 minutes to build your profile and you will be matched to awards applicable to you.

### **Apprenticeship Incentive Grant (AIG)**

The **Apprenticeship Incentive Grant (AIG)** is a taxable cash grant of **\$1000** per year, up to a maximum of **\$2000** per person, available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades. See [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) for more information.

**Deadline:** **June 30** of the calendar year following the date you progressed in your apprenticeship program.

### **Apprenticeship Completion Grant (ACG)**

The **Apprenticeship Completion Grant (ACG)** is a taxable cash grant of **\$2000** maximum available to registered apprentices who have successfully completed their apprenticeship training and obtained their journey person certification in a designated Red Seal trade on or after January 1, 2009. See [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) for more information.

**Deadline:** No later than **June 30** of the calendar year following the date you completed your apprenticeship program and become certified in your trade.

## **Eligibility Criteria**

You are eligible for student financial assistance if:

- you are a Canadian citizen, have permanent resident status or are considered to be a protected person within the meaning of subsection 95(2) of the Immigration and Refugee Act;
- you are a permanent resident of Newfoundland and Labrador;
- you have insufficient financial resources to meet your assessed need;
- you are not in default on previous federal and/or provincial student loans;
- you pass a credit check (applies only to students who are 22 years of age or older and who are applying for a student loan for the first time);
- you provide accurate personal information, including Social Insurance Number, first and last names, date of birth and gender, as confirmed by the Social Insurance Registry of Human Resources and Skills Development Canada;
- have not exhausted your maximum lifetime limit of financial assistance, including interest-free status;
- you are registered as a full-time student at a designated educational institution; and
- you are enrolled in a program of study leading to a degree, diploma or certificate that is at least 12 weeks in duration.

## **Course Load Requirements**

### **Provincial Student Loan**

To receive a provincial student loan, you must be taking at least **80%** of a full course load. The **College** will determine the percentage of a full course load that you are taking.

### **Federal Student Loan**

To receive a federal student loan for full-time studies, you must be taking at least **60%** of a full course load.

### **Students with Permanent Disabilities**

A student with a permanent disability may receive assistance (federal and provincial) for full-time studies if enrolled in 40-59% of a full course load. Students with a permanent disability may receive assistance for part-time studies if taking 20-39% of a full course load.

### **Work Terms**

There are **NO** work terms for either program at the Operating Engineers College.

### **Assistance for Second Semester Only**

If you are attending school for both the first and second semesters but require assistance for the second semester only, a needs assessment will be conducted for the first semester to determine if there are any unused resources that could be applied toward the second semester.

You must submit an Income Confirmation Form for your pre-study period and advise the Student Financial Services Division of any earnings you received during the first semester. You are also required to confirm your status as a full-time student for the first semester and submit a Program Cost Form for that semester.

### **Maintaining Loans in Non-Repayment (In-Study) Status**

If you received a student loan in the past and are now returning to school full-time without getting a new student loan, you must confirm your enrolment and notify the National Student Loans Service Centre (NSLSC) to maintain your interest-free status and keep your loan in good standing. You can do this in 1 of 3 ways:

1. Complete a Confirmation of Enrolment Form (Schedule 2) and forward it to the NSLSC. Both you and your school must complete the Schedule 2 form as proof that you are enrolled in school. The form must be submitted to the NSLSC before the end of the month in which your period of study begins;
2. Contact the Administration/Registrar's office of your school and they will electronically confirm your enrolment with the NSLSC; or
3. Sign on to your NSLSC Online Services at [CanLearn.ca](http://CanLearn.ca) and navigate to the "confirm your enrolment" section.

You can contact the NSLSC at **1-888-815-4514** to confirm receipt of the Confirmation of Enrolment Form. If you do not know where your loans are administered, contact the Student Financial Services Division for assistance.

### **Duration of Assistance**

You are eligible to receive assistance for the normal length of your program, as defined by your school, plus a grace period of up to a maximum of one academic year. If you reach the maximum number of weeks of eligible assistance and are still attending full-time studies, no payments are required until **6 months** after you complete or withdraw from studies. There is a lifetime limit of 340 weeks of student financial assistance.

You are encouraged to enroll in, and successfully complete a **100%** full course load for each period of study that you receive student loans.

## Reassessments

If your circumstances change after your application is processed, your file will be reassessed, resulting in one of three outcomes.

- Your assessed need will increase, which may entitle you to additional assistance. If this happens, the money will be disbursed the same way your initial assistance was disbursed, provided sufficient time remains prior to end date of the period of study;
- Your assessed need will decrease below the level of assistance you were already given, leaving you in an “over-award” situation.
- Your assessed need will remain the same.

## Over-Awards

An **over-award (overpayment)** is financial assistance that you receive but are not eligible for. The amount of the over-award will be deducted from future loan and/or grant entitlements.

If you withdraw or change from full to part-time status within **30 days** of the first day of classes, all or part of your Canada Student Grant that was disbursed for the respective period of studies will be converted into a loan in accordance with the conditions stated on your Master Student Financial Assistance Agreement (MSFAA). You will have an opportunity to repay the over-award immediately; otherwise, the amount will be added to your outstanding loan principal at consolidation.

If a reassessment of your application determines that you provided inaccurate information rendering you ineligible for a Canada Student Loan for full or part-time studies, all or part of the Canada Student Grant that was issued will be converted into a loan in accordance with the conditions stated on your MSFAA and the (CSFAR) Canada Student Financial Assistance Regulations.

## Repaying Student Loans

A **Loan Repayment Estimator** can be found on **CanLearn.ca**. The Loan Repayment Estimator can help you estimate the monthly payments you’ll need to make to repay your Canada Student Loan or other government student loans. All you need to do is type in the settings for your loan. For quick access to your repayment options, you can view the Student Aid’s Repayment Fact Sheet at the following link:

[https://www.aesl.gov.nl.ca/studentaid/apply/2018\\_2019/repayment\\_overview\\_2018-19.pdf](https://www.aesl.gov.nl.ca/studentaid/apply/2018_2019/repayment_overview_2018-19.pdf)



## **The Repayment Process**

**You** are responsible for repaying **all** the loans you borrow to fund your education as per the terms and conditions detailed on your Master Student Financial Assistance Agreement (**MSFAA**).

For the first 6-months after your post-secondary studies, you do not have to start repaying your loans. Six months after you have ended studies, regardless of whether you have graduated, withdrawn or are taking time off, you will have to start repaying your student loan. This is called student loan consolidation or repayment phase.

Since **August 1, 2009**, no interest accumulates on the Newfoundland and Labrador portion of your student loan. This change is automatic - no application is required. This applies to all outstanding provincial loans except loans for which a judgment has been awarded. Your salary and other sources of income, if any, do not affect the elimination of interest. **Note: Interest owing up to and including July 31, 2009, must still be paid.**

Effective November 1, 2019, no interest will accumulate on your Canada Student Loan during your grace period (six months after leaving school and prior to start of repayment). For fixed rate, interest is lowered from prime plus 5% to prime plus 2%. For floating rate, interest will be lowered from prime plus 2.5% to prime only.

The **NSLSC** manages the repayment of your student loans on behalf of the Government of Canada and the Government of Newfoundland and Labrador.

You can expect to receive a loan consolidation package **4 to 5 weeks** prior to your consolidation date. It is important that you advise the NSLSC of any changes to your address or other contact information.

Even in situations where, due to error, you do not receive the consolidation package or you do not respond to the information provided, repayment of your student loans **will** still begin, which means that monthly payments will be deducted from your bank account at the end of each month.

## **Defaulting On Your Loan**

It is important to ask for help as soon as you feel you are having difficulty meeting your repayment obligations as you may qualify for repayment assistance.

Missing payments could damage your credit rating and your student loan could go into default. If you are having difficulty making your loan payments, contact the **NSLSC**. There are programs and services available to help you manage your payments and avoid defaulting on your loan.

### **Newfoundland and Labrador Debt Reduction Grants**

This program allows for up to the full amount of the provincial portion of student loan to be converted into a non-repayable grant. There is no application process. Students are automatically assessed after the Student Financial Services Division receives notification that the student has graduated.

#### **You are eligible for a Debt Reduction Grant if:**

- you successfully complete at least **80%** of a full course load each semester or academic year as determined by the educational institution;
- you apply and are deemed eligible for loan assistance for a least half of the required length of the program and borrow in excess of **\$165** per week of study during a semester; and
- within 10 years after the program start date, you graduate from a post-secondary program within the province that is at least **80** weeks in duration.

### **Programs Less Than 80 Weeks in Duration**

Borrowers may be eligible to receive **Debt Reduction Grants** for programs that are less than 80 weeks in duration if the program(s):

- is completed after the student graduated from a previous program that was at least 80 weeks in duration and qualified for the Debt Reduction Grant; and
- is deemed to advance the student in their particular field of study or significantly enhance the student's employability.

### **Required Documentation for Debt Reduction**

A separate application is not required; however the Student Financial Services Division requires the following information to determine a student's eligibility:

- transcript of marks;
- percentage of a full course load the student completed per semester;
- confirmation of graduation (this can be a copy of the relevant degree, certificate or diploma); and
- confirmation of the graduation date and the number of weeks of the program.

Under the Debt Reduction Grant Program, borrowers must respond to all requests for required documentation from the Student Financial Services Division within 2 years of graduation.

Borrowers who do not apply for financial assistance during the final period prior to graduation should contact the Student Financial Services Division so that their eligibility for a Debt Reduction Grant can be determined.

Borrowers may appeal decisions made by the Student Financial Services Division pertaining to Debt Reduction Grants. However, appeals will not be considered prior to the release of a debt reduction notice. You must submit your appeal within one year from the date you were notified of the original decision.

All Debt Reduction Grants are subject to audit, which could result in overpayments. In such cases, the amount overpaid will be added to the balance of the provincial student loan. In cases where the provincial portion of the loan has been paid in full, the student will receive the remaining debt reduction funds by direct deposit.

### **Programs to Help If You Have Difficulty Repaying Your Loan**

Contact the **NSLSC** before you miss a payment. There are repayment options available to help you manage your payments and avoid defaulting on your loan.

#### **Repayment Assistance Plan**

You are responsible for repaying all the money you borrow to fund your education. The **Repayment Assistance Plan (RAP)** can help if you have difficulty making your student loan payments. You can view the Repayment Assistance Estimator at the follow link <http://tools.canlearn.ca/cslgs-scpse/cln-cln/rae-ear/rae-ear-1-eng.do>

The RAP makes it easier for you to manage your debt by requiring you to pay back what you can reasonably afford, based on your family income and family size. Monthly payments are limited to less than **20%** of a borrower's family income, and no borrower will have a repayment period of more than **15 years** (10 years for borrowers with permanent disabilities). In cases where borrowers earn very little income, they may not have to make any loan payments until their income increases.

The NSLSC administers the RAP on behalf of the governments of Canada and Newfoundland and Labrador. If you face financial difficulty after completing your studies, call the **NSLSC (1-888-815-4514)** before you begin missing payments.

**NSLSC Online Services** enable you to review your student loan accounts and to view and change your contact information. Visit **CanLearn.ca** to sign up for an online account.

#### **How Does The RAP Work?**

Depending on your financial circumstances, the RAP has 2 stages to help you fully repay your student loan within **15** years.

### **Stage 1**

This stage applies to the first **5** years of the plan.

- Borrowers who qualify will make affordable payments (or no payments) toward the principal of the student loans; paying the principal first reduces the total debt.
- Borrowers will not make payments exceeding **20%** of their income toward loans covered by RAP in cases where the borrowers have very low income, no payments are required.
- The Government of Canada will cover the amount of interest owing that the borrower's payments do not cover. (Newfoundland and Labrador does not charge interest on provincial student loans.)

### **Stage 2**

This stage starts once the borrower completes Stage 1 or after the borrower has been repaying the loan for 10 years.

- The Government of Canada will continue to cover interest and both the governments of Canada and Newfoundland and Labrador will begin to cover the portion of the principal of the loan not met by the borrower's affordable payment.
- The balance of the loan should be gradually paid off so that no student loan debt remains after 15 years (10 years for persons with permanent disabilities).
- Throughout this period, borrowers will need to meet the same eligibility criteria and will continue to make affordable payments.

### **Am I Eligible?**

To be eligible for the Repayment Assistance Plan you must:

- be a resident of Canada;
- have signed and returned your Consolidated Student Loan Agreement to the NSLSC; and
- meet the financial eligibility criteria.

### **How Do I Apply?**

You *need to apply* for the RAP; enrolment is not automatic.

- Call the **NSLSC at 1-888-815-4514** to request an application form or to get more information about the plan.
- Complete the application form and submit it, along with all required supporting documentation, to the NSLSC.
- RAP is approved in 6 month intervals; you must **reapply** after each **6 month** approved period.
- Applications are also available through your NSLSC Online Services account on CanLearn.ca.

### **Repayment Assistance Plan for Borrowers with a Permanent Disability**

The **Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD)** helps borrowers with a permanent disability who are having difficulty paying their student loans. The RAP-PD makes it easier for borrowers to manage their debt by paying back what they can reasonably afford.

#### **Under this Plan:**

- No borrower with a permanent disability should have a repayment period longer than **10 years**.
- Loan payments are based on income, ability to pay and disability accommodation costs (*ex: medical expenses, special care and other expenses*).
- Borrowers will not make payments exceeding **20%** of their income toward loans covered by RAP-PD.
- In certain cases, borrowers may not have to make any loan payments until their income increases.

#### **How Do I Apply?**

You *need to apply* for the RAP-PD; enrolment is not automatic.

- Call the **NSLSC at 1-888-815-4514** to request an application form or to get more information about the plan.
- Complete the application form and submit it, along with all required supporting documentation, to the NSLSC.
- Applications are also available in your NSLSC Online Services account at CanLearn.ca.

#### **Bankruptcy**

If you a student-loan borrower who has filed for bankruptcy and has not yet begun repaying your loan at the time of filing, you may be permitted to finish the same program you had originally started prior to declaring bankruptcy if the remainder of the program is no more than three additional academic years. Switching programs will not be permitted.

**Scenario of Actual Costs of doing a Program at the  
 Operating Engineers College**

**Georgina** is accepted for the *Heavy Equipment Operator 22-Week Program*. The cost of this program is **\$16,150.00**, including books. Her program is due to begin **November 25, 2019**. She has been approved for a full student loan, including Canada and Provincial grants, totaling **\$9000.00**. At the moment she has no other means set up for funding. She has no vouchers or scholarships available to her. Georgina is renting a 3 bedroom home in Carbonear. She is married with two children, ages 9 and 11. Her husband works all day, therefore, she has to pay a babysitter for 5 days a week from 9am to 5:30pm. She has to pay rent, utilities, food for the family and for school lunches, and gas to and from Carbonear to Holyrood (**120 km’s** combined). Luckily, the car is paid in full, but she has to allow for normal maintenance every 2-3 months, as well as purchase proper clothing for the field portion of the program and a **\$130.00** fee payable to Motor Vehicle for her licence. Will Georgina have enough to pay for her program, as well as other expenses with just her student loan?

**Costs Attributed to Program (6-Months)**

<b>Tuition (Total)</b> .....	\$16,150.00
<b>Rent (\$600.00/month)</b> .....	\$3600.00
<b>Heat &amp; Lights (\$185/month)</b> .....	\$1110.00
<b>Cable, Phone &amp; Internet (\$120.00/month)</b> .....	\$720.00
<b>Food (\$500.00/month)</b> .....	\$3000.00
<b>Gas (\$120.00/week for 6-months)</b> .....	\$2880.00
<b>Maintenance (\$55 every 3-months)</b> .....	\$110.00
<b>Clothing (Boots, rain gear, coveralls and safety gear)</b> .....	\$300.00
<b>Motor Vehicle Licencing Fee</b> .....	\$130.00
<b>Babysitter (\$40.00/day)</b> .....	\$4800.00
<b>Total Cost to Georgina (for 6-months)</b> .....	<b><u>\$32,800.00</u></b>

**Answer:** No.

**Georgina** will have to come up with additional means of funding her program than just a Student Loan. The total of her loan, including grants will not cover all her expenses. Georgina has to go to HRLE to ask for funding help, to family/friends or to the bank to get a personal loan. She can also check on studentawards.com to see if any additional grants are applicable to her.

**Georgina** is EI (employment insurance) eligible, therefore, she decided to go to HRLE and speak to a counsellor regarding funding help for the Heavy Equipment Program. Georgina got the additional funding she needed. They paid for her tuition and books, covered clothing needed, gave \$50/week for gas, and are going to cover the full expense of babysitting to upgrade her for the employment industry. Without the help of HRLE, Georgina would have to drop out of the Heavy Equipment Operator Program.

**Operating Engineers College**  
**Student Loan Information Session Form**

I, \_\_\_\_\_ attended the **Student Loan Information Session**  
Full Name (Print)

offered at the **Operating Engineers College**. The session took place on

\_\_\_\_\_  
mm/dd/year

I understand the meaning and implications of not repaying my student loan and going into default. I am also aware that if I have any questions in regards to repayment of my student loan, that I can contact the **National Student Loan Service Centre (NSLSC)** at **1-888-815-4514** or at [www.canlearn.ca](http://www.canlearn.ca).

\_\_\_\_\_  
**Student's Name (\*Please Print)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Student Financial Assistance  
Officers (SFAO) Signature**

\_\_\_\_\_  
**Date (mm/dd/year)**

\_\_\_\_\_  
**Training Director's Signature**

To be filled out **ONLY** when information session is completed  
This form is **ONLY** applicable if you are receiving or previously received a student loan.

**Operating Engineers College**  
**Student Loan Repayment Session Form**

I, \_\_\_\_\_ attended the **Student Loan Repayment Session**  
Full Name (Print)

offered at the **Operating Engineers College**. The session took place on \_\_\_\_\_.  
mm/dd/year

I understand the meaning and implications of not repaying my student loan and going into default. I am also aware that if I have any questions in regards to repayment of my student loan, that I can contact the **National Student Loan Service Centre (NSLSC)** at **1-888-815-4514** or at [www.canlearn.ca](http://www.canlearn.ca).

\_\_\_\_\_  
**Student's Name (\*Please Print)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Student Financial Assistance  
Officers (SFAO) Signature**

\_\_\_\_\_  
**Training Director's Signature**

\_\_\_\_\_  
**Date (mm/dd/year)**

To be filled out **ONLY** when repayment session is completed  
This form is **ONLY** applicable if you are receiving or previously received a student loan.