



IMPORTANT INSTRUCTIONS FOR PART-TIME STUDENTS

In order to receive your funds, you must:

- 1 Sign the “Consent and Certification” section of your *Certificate of Eligibility Part-Time Student Loans and Grants* (Schedule 1A) and take it to your Educational Institution and have them complete the “Confirmation of Enrolment” section.

Note: BC applicants only need to sign the Certificate of Eligibility as your enrolment has already been confirmed by your Educational Institution.

- 2 Complete your *Canada Student Financial Assistance Agreement for Part-Time Students* and sign where indicated.
- 3 Place both the signed Agreement and the completed Certificate of Eligibility along with copies (**DO NOT SEND THE ORIGINAL**) of both sides of two pieces of appropriate identification (ID) in a sealed envelope. Take the sealed envelope to any Canada Post (CP) outlet. A list of appropriate IDs can be found online at: www.canada.ca/apply-student-loan.

Canada Post Return Number:

At the CP outlet, you will also need to provide the following Canada Post Return Number to the post office clerk: **PR150936**.

- 4 Retain Copy 2 of both documents for your records.

Note for students unable to go to a Canada Post outlet:

If you cannot go to a CP outlet because you are not in Canada or do not have a CP outlet nearby, you must mail Copy 1 of your Agreement and Certificate of Eligibility, along with copies (**DO NOT SEND THE ORIGINAL**) of two pieces of appropriate identification (both sides), to the National Student Loans Service Centre:

National Student Loans Service Centre
PO Box 4030
Mississauga, ON L5A 4M4
Telephone (toll free): 1-888-815-4514 (within North America)
800-2-225-2501 (outside North America)
TTY: 1-888-815-4556

Failure to complete both forms correctly will result in a delay in the disbursement of your part-time Canada Student Loan and/or Grant.

For more information on the Canada Student Loans Program, please visit:

www.canada.ca/student-financial-assistance