

# Application for Financial Assistance for Full-time Students

Processing can take up to five weeks for paper applications; longer if the application is not completed properly. Funds cannot be released if there are less than 45 days left in your program.

**In Winnipeg:**  
**Manitoba Student Aid**  
401-1181 Portage Avenue  
Winnipeg, Manitoba R3G 0T3

**In Brandon:**  
**Manitoba Student Aid**  
362-340 9th Street  
Brandon, Manitoba R7A 6C2

All information you and your family provide  
to Manitoba Student Aid is subject to  
verification and audit.



Available in alternate  
formats upon request

**204-945-6321**

**Toll-free (Canada and the USA): 1-800-204-1685**



See Manitoba Student  
Aid Information  
booklet, page 9, for  
a list of information  
you may need to  
provide, depending  
on your situation.

## Section 100: Personal Information

**101** In which language do you prefer to receive future communication?  
☐ English ☐ French

**102** Social Insurance Number (S.I.N.)

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**103** Birthdate

y	y	y	y	m	m	d	d
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**104** Legal Last Name

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**105** Legal First Name and Initial

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**106** Mailing Address

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**107** City

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**108** Province/State

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**109** Country

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**110** Postal Code/Zip Code

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**111** Phone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area Code

**112** Alternate Phone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area Code

**113** Gender ☐ Male ☐ Female

**114** Date you first left high school

y	y	y	y	m	m	d	d
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**115** E-mail address

Must be a private email address, not @youreducationalinstitution

## Section 200: Citizenship

Check the one that best fits your situation

**201** ☐ Canadian Citizen

**202** ☐ Landed Immigrant/Permanent Resident of Canada

**203** ☐ Protected Person.

(Provide a photocopy of your Protected Persons Status Document (PPSD).)

If none of these apply to you, you are **not** eligible for Manitoba Student Aid.

## Section 300: Student Category

Pick the one category that best fits and check all applicable  
boxes in that section.

**301 Married or Common-Law** If you:

☐ are married (or will be before the second half of this academic year)

☐ have lived together in a conjugal relationship for at least 12 months  
as of the start date of classes, or

☐ are the biological or adoptive parents of children living in the  
same household for whom you are financially responsible

**you and your spouse must also complete Appendix B.**

**302 Single Parent** If you:

☐ have dependant children living with you at least 50% of the time  
**you must also complete section 1400.**

**303 Single Independent Student** If you:

☐ have completed two periods of 12 consecutive months in  
the work force while not studying full-time

☐ have been out of high school for four years

☐ have no legal guardian or sponsor, and your parents are deceased  
☐ are separated/divorced/widowed and do not have legal custody  
of any children

☐ are or were in the past, a permanent ward of a child and family  
services agency

**you are considered as an independent student.**

**304 Single Dependant Student**

☐ None of the above statements apply to you.

**You are considered as a dependant student and your parents  
must also complete Appendix C.**

**Section 400: Residency**

Check the first box that best fits, as of your study period start date.

- 401 ☐ You (or your spouse, if applicable) received Canada or Manitoba Student Loans, Bursaries, or Grants from Manitoba Student Aid last year.
- 402 ☐ You (or your spouse, if applicable) have always lived in Manitoba.
- 403 ☐ You are an **independent student** (including single, single parent, married or common-law) as defined in Student Category (see Section 300 page 1) **and** Manitoba is the last place you (or your spouse, if applicable) lived/worked for 12 consecutive months before your study period, and you were not full-time student(s).
- 404 ☐ You are a **dependant student** as defined in Student Category (see Section 300 page 1) **and** your parents, guardians, or sponsors have lived in Manitoba for at least 12 consecutive months before the start of your current study period.
- 405 ☐ You have lived in Canada for **less than 12 months**: You are a Landed Immigrant/Protected Person and Manitoba is the **only** province you have lived in since arriving in Canada.
- 406 ☐ **None of the above** statements describe your situation. Please contact Manitoba Student Aid to determine if you need to apply to another province or territory.

**Section 500: Canadian Indigenous Ancestry (Complete this ONLY if you are one of the four Indigenous groups listed.)**

- 501 If you were born in Canada and are of **Canadian Indigenous** ancestry, you may be eligible for a \$250 Prince of Wales / Princess Anne Award. Please indicate below if you are:
- ☐ Métis ☐ Treaty / Status
- ☐ Non-Status ☐ Inuit

**Section 600: Students with Permanent Disabilities**

To be eligible you must have a permanent disability that limits your ability to perform the daily activities necessary to participate fully in post-secondary studies. Examples of such disabilities are: visually impaired, hearing impaired, physical disability, learning disability, mental disability. Not all medical conditions qualify as a permanent disability for the purposes of this grant.

**If you received Manitoba Student Aid funding for disabilities in previous years:** You do not need to verify your disability again. Eligible students are automatically considered for the Grant for Students with Permanent Disabilities.

**If your disability has not yet been verified:** After you submit your student loan application, Manitoba Student Aid will send you the required Verification of Permanent Disability form to take to your medical assessor (related to your disability) to complete as soon as possible. No grant funds can be released to you until your disability is verified.

**If you require a reduced course load due to a permanent disability:** You may be considered eligible for full-time assistance at a 40% course load. Additional documentation may be requested.

**If you are applying for the Grant for Services and Equipment for Students with Permanent Disabilities:** You must complete an additional application for this funding each year. Manitoba Student Aid will send this application to you.

- 601 Do you wish to declare yourself as a person with a permanent disability? ☐ Yes

\*Examples of disability-related programs are: MarketAbilities Program, CNIB, Society for Manitobans with Disabilities, and Canadian Paraplegic Association.



See Manitoba Student Aid Information booklet, page 5 for more information about Grants for Students with Permanent Disabilities.

## Section 700: Other Contact Person

All students must complete this section.

**Contact Information:** Provide your parent's, sponsor's, next of kin's, or friend's name and address. **Do not include spouse or children.** If you have no parent(s)/sponsor(s) within North America, you must provide a next of kin or other contact within Canada. See definition of parent/sponsor in **Appendix C**.

701 Relationship: ☐ Parent/Sponsor ☐ Next of Kin (example, brother or sister) ☐ Other (example, friend)

702 Last Name: | | | | | | | | | | | | | | | | | | | | | |

703 First Name: | | | | | | | | | | | | | | | | | | | | | |

704 Phone Number: | | | | | | | | | | | | | | | | | | | | | |  
Area Code

705 Alternate Phone Number: | | | | | | | | | | | | | | | | | | | | | |  
Area Code

706 If you selected Parent/Sponsor/Next of Kin, is their address the same as yours?

☐ Yes **If yes, go to 712.** ☐ No If no, you must provide the address information below.

707 Street/Address | | | | | | | | | | | | | | | | | | | | | |

708 City | | | | | | | | | | | | | | | | | | | | | |

709 Province/State | | | | | | | | | | | | | | | | | | | | | |

710 Country | | | | | | | | | | | | | | | | | | | | | |

711 Postal Code/Zip Code | | | | | | | | | | | | | | | | | | | | | |

**Second Contact Person: Please provide a second contact not living at the same address as you or your first contact person (listed above).**

712 Relationship: ☐ Parent/Sponsor ☐ Next of Kin (example, brother or sister) ☐ Other (example, friend)

713 Last Name: | | | | | | | | | | | | | | | | | | | | | |

714 First Name: | | | | | | | | | | | | | | | | | | | | | |

715 Phone Number: | | | | | | | | | | | | | | | | | | | | | |  
Area Code

716 Alternate Phone Number: | | | | | | | | | | | | | | | | | | | | | |  
Area Code

717 Street/Address | | | | | | | | | | | | | | | | | | | | | |

718 City | | | | | | | | | | | | | | | | | | | | | |

719 Province/State | | | | | | | | | | | | | | | | | | | | | |

720 Country | | | | | | | | | | | | | | | | | | | | | |

721 Postal Code/Zip Code | | | | | | | | | | | | | | | | | | | | | |

**If you are married or common-law you must complete items 722 to 727.**

### Spouse's Personal Information

722 Last Name | | | | | | | | | | | | | | | | | | | | | |

723 First Name | | | | | | | | | | | | | | | | | | | | | |

724 Birthdate | y | y | y | y | m | m | d | d |

725 Social Insurance Number (S.I.N.) | | | | | | | | | | | | | | | | | | | | | |

726 Cell or Work Telephone | | | | | | | | | | | | | | | | | | | | | |  
Area Code

727 Occupation ☐ Employed ☐ Full-time post-secondary student ☐ Unemployed

Number of years since first leaving high school: \_\_\_\_\_

## Section 800: Pre-Study Period

- 801** Normally, your pre-study period is the four months before your classes start. This period may be reduced if you were in full-time studies during that time. (Full-time study means you were in either high school or post-secondary studies.) Your pre-study dates are used when assessing your financial need.

Your **class start date** is 

y	y	y	y	m	m	d	d
---	---	---	---	---	---	---	---

**(A)**

Your **pre-study period end date** is 

y	y	y	y	m	m	d	d
---	---	---	---	---	---	---	---

**(B)** (the day before your classes start)

Your **pre-study period start date** is 

y	y	y	y	m	m	d	d
---	---	---	---	---	---	---	---

**(C)** (four months before your classes start **OR** the day after your previous full-time classes ended, **whichever is less time**)

Your **pre-study period** is from 

y	y	y	y	m	m	d	d
---	---	---	---	---	---	---	---

 to 

y	y	y	y	m	m	d	d
---	---	---	---	---	---	---	---

  
Pre-study period start date **(C)**
Pre-study period end date **(B)**

You will need to use your pre-study period dates when completing this application.

## Section 900: Accommodations

- 901** Indicate where you are living or lived **during your pre-study period:**

- ☐ With parents/sponsor  
☐ In subsidized housing  
☐ Other

- 902** Indicate where you are living, or will live **during your study period:**

- ☐ With parents/sponsor  
☐ In subsidized housing  
☐ Other

- 903** Indicate the province you are living, or lived in during your pre-study period. \_\_\_\_\_

- 904** Did you or will you have to move to attend post-secondary studies? ☐ Yes ☐ No

If yes, please provide your postal code for the home community you moved from to attend school. 

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## Section 1000: Relocating, Commuting and Transportation

Please note that there are yearly maximums to amounts allowed for transportation costs.

- 1001** If you are **relocating** from one town or city to another to study, enter the total cost of one return trip home. \$ 

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- 1002** If you had or will have moving costs to relocate to attend classes, attach a note of explanation and receipts with your application. If approved, you may be eligible for relocation costs to attend school. Manitoba Student Aid will determine your eligibility for these expenses.

- 1003** If you are using a personal vehicle to commute within Manitoba (to or from a rural area) to attend school, please indicate the number of kilometers between your home and your educational institution \_\_\_\_\_ (one way). How many times per week do you make this trip? \_\_\_\_\_ (If you travel Monday through Friday, your answer would be 5.)

## Section 1100: Academic Information

1101 Are you studying outside Manitoba? ☐ Yes **You must also complete items 1114 to 1124** ☐ No

1102 Student Number

Leave this blank if you do not know your number at this time; you will be required to provide it at a later date.

1103 Full name of the educational institution you plan to attend this academic year

1104 Location or Campus name

1105

Name of program (example, Arts) and major or specialization, if known

1106 Indicate if any of the following apply to you:

Co-op program (Manitoba Student Aid does not fund the co-op portion of your program)

☐ Yes

Ensure the dates in question 1110

Majority of courses online, correspondence, or distributed learning

☐ Yes

do not include the co-op portion

1107 This program leads to a: ☐ Certificate ☐ Diploma ☐ Associate Degree ☐ Bachelor Degree ☐ Bachelor Honours Degree  
☐ Pre-Masters/Masters ☐ Ph D

1108 If you are taking a Masters or Ph D program, are you required to pay only re-registration fees? ☐ Yes

1109 Have you been selected to participate in an ACCESS Program? Please note that your ACCESS Administrator will be given information regarding your application.  
☐ Yes ☐ No Examples of ACCESS Programs are Engineering ACCESS Program (ENGAP), Winnipeg Education Centre (WEC), etc.

1110 Enter the start and end dates of this year's program. Start  End

This is your Study Period.

1111 What year of your program are you or will you be registered in, for this academic year?

\_\_\_\_\_ of a \_\_\_\_\_ year program (example, Year 1 of a 3-year Arts program).



See Manitoba Student Aid Information booklet, page 4, for a definition of full-time studies.

1112 What percentage of a full course load are you taking? \_\_\_\_\_ %

If you are not sure, contact your school.

**Note:** To be considered a full-time student at a college or university, you must take at least a 60% course load in each term (40% if you have been medically approved for a reduced course load). If you are attending a private vocational institution, career college, or private training provider, you must take 100% of a full course load.

1113 Have you previously taken post-secondary courses as a full-time or part-time student at any university, college, or private vocational institution?

☐ Yes **If Yes, you must also complete Appendix A.**

**If you are studying Out-of-Province, taking online courses from Out-of-Province, or are applying for Institution Designation, you must complete items 1114-1124.**

1114  1115   
Street address of school City

1116  1117  1118   
Country Province/State Postal Code/Zip Code

1119  1120   
Area Code Telephone Area Code Fax Number

1121 Registrar's Name  E-mail Address:

For the 2017-2018 study period, provide costs in **Canadian funds**.

**Manitoba Student Aid will verify this information with your educational institution.**

1122 \$  1123 \$  1124 \$   
Tuition Fees Compulsory Fees Mandatory Books and Supplies

**\*do not include residence or housing fees**

**Please note:** You must have a **Canadian bank account** in your name to receive Manitoba Student Loans.

**Section 1200: Applicant's Resources****Report all financial information in Canadian funds.**

For each item below, enter the TOTAL INCOME for your entire pre-study period and entire study period (rounded to the nearest dollar) Do not enter weekly, bi-weekly, monthly, etc. amounts. Provide estimates if exact amounts are not known. **If you are married or common-law, also complete Appendix B.**

All information you and your family provide to Manitoba Student Aid is subject to verification and audit.

	TOTAL for entire Pre-Study Period (enter dates from page 4, Section 800)	TOTAL for entire Study Period (enter dates from page 5, item # 1110)
	From <span style="border: 1px solid black; padding: 0 5px;">y   y   y   y   m   m   d   d</span>	From <span style="border: 1px solid black; padding: 0 5px;">y   y   y   y   m   m   d   d</span>
	To <span style="border: 1px solid black; padding: 0 5px;">y   y   y   y   m   m   d   d</span>	To <span style="border: 1px solid black; padding: 0 5px;">y   y   y   y   m   m   d   d</span>
	Enter 0 (Zero) if none.	Enter 0 (Zero) if none.
<b>1201 Earnings</b> (example, <b>gross</b> employment income [before deductions]; pension benefits, tips/gratuities, <b>net</b> self-employment income).....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1202 Employment Manitoba funding</b> received or to be received. Enter the <b>gross amount</b> including money received for tuition/books/supplies .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1203 Employment Insurance Benefits</b> received or to be received. Enter the <b>gross amount</b> (before deductions) .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1204</b> Band Council, Indian Affairs, Tribal Council, Manitoba Métis Federation .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1205 Scholarships/Bursaries/Other Awards</b> ..... Do not include: Manitoba Bursary, ACCESS Bursary, Early Childhood Education Grant, Medical Grants, Student Success Grant or Large Animal Veterinarian Award.	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1206 Cash gifts</b> from parents .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1207</b> Manitoba Child Benefit, RentAid, Workers Compensation, Orphan's Benefits, Disability Pension, Disability Benefits, Survivor's Benefits .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1208</b> Spousal Support, Child Support, Maintenance, Settlements (example, Divorce, MPI, etc.)...	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1209 Employment &amp; Income Assistance</b> (provincial, municipal)..... Will this assistance continue while you are in school? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
<b>1210 Other Income/Assistance from other sources</b> .....	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>
(example, money/cash gifts from persons other than parents, pension refunds, non-taxable income, etc.). Do not include: Canada Child Tax Benefit, Universal Child Care Benefit, GST credit amounts, or income tax refunds.		
<b>1211</b> Are your tuition, books, supplies, and compulsory fees paid for by a disability-related program (ex. MarketAbilities) or a sponsoring agency other than Employment Manitoba? <input type="checkbox"/> ALL <input type="checkbox"/> PART <input type="checkbox"/> NOT APPLICABLE If you selected 'PART' enter the total amount paid toward these costs by the sponsoring agency.   \$ <span style="border: 1px solid black; padding: 0 20px;"></span>		
<b>1212</b> Have you or will you be applying for any assistance/funding, other than Manitoba Student Aid, for which you have not yet received a response? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>1213</b> For the purpose of determining eligibility for the Canada Student Grants Program, please indicate your TOTAL INCOME for 2016 (line 150 of Income Tax Return)	\$ <span style="border: 1px solid black; padding: 0 20px;"></span>	



You must submit all required information at least 45 days before your study period end date.

**Section 1300: Applicant's Assets****Report all financial information in Canadian funds.**

- 1301** List ALL **savings and chequing accounts** (including any individual, joint, trust, U.S. and tax-free savings accounts). Report the balance for each account on your *pre-study period start date* (see section 800). Do not list amounts from lines of credit, or lines of credit attached to a chequing or savings account. **If you are married or common-law, also complete Appendix B.** Report spouse's accounts in Appendix B.

Name of Bank	Address of Bank	Account No.	Applicant's Bank Balance at Start of Pre-Study Period
			\$
			\$
			\$

**To receive Manitoba Student Loans you must have a bank account in your name that is in Canadian funds at a Canadian Institution.**

- 1302** From the list above, identify below, the account that you want Manitoba Student Aid to use to deposit any Manitoba Student Loan and/or provincial grant amounts you receive.

Name of Bank	Address of Bank	Transit No. and Bank No.	Account No.

**Note:** This account will also be used once your Manitoba Student Loan(s) go into repayment. If you are currently making payments on a Manitoba Student Loan (MSL), the payments will now be withdrawn from this account.

Enter the TOTAL VALUE of your financial assets as of your pre-study period start date. Round all totals to the nearest dollar.

- 1303 Other Assets and Investments** (ex: Canada Savings Bonds, savings certificates, term deposits, mutual funds, guaranteed investment certificates, treasury bills, stocks, cash on hand, etc.)..... \$

- 1304 Registered Retirement Savings Plans (RRSPs)** ..... \$  
*Do not include:* amounts mandatorily locked-in until retirement. Ex: locked-in retirement account (LIRA)

- 1305 Registered Education Savings Plans (RESPs)**..... \$  
 Enter only the amount received or to be received during the entire pre-study and study periods (not the total amount of the savings plan).  
 If you entered an amount, indicate who set up the RESP: ☐ Parent ☐ Other

**Section 1400: Applicant's Dependant Children****Applicants with dependant children – complete this section.**

- 1401** List all dependant children you have living with you at least 50% of the time during your study period. Do not include foster children, children employed full-time, on Employment Insurance or social assistance, or who have independent status (see Student Category on Page 1, Section 300). Please indicate if any of these dependants are permanently disabled (according to Canada Revenue Agency (CRA) guidelines).

Last Name, First Name	Birthdate	Pre-School/ Kindergarten to Grade 12 (and living at home)	Post-Secondary (after Grade 12)	Permanently Disabled (per CRA guidelines)
	y y y y m m d d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	y y y y m m d d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	y y y y m m d d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	y y y y m m d d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1402** If you will be paying daycare costs, how much per month? During **pre-study** period \$\_\_\_\_\_/month During **study** period \$\_\_\_\_\_/month

- 1403** Enter the **monthly** amount of Canada Child Benefit you (and your spouse) will receive during your study period \$\_\_\_\_\_/month

## IMPORTANT - APPLICANT (and SPOUSE, if applicable) MUST READ AND SIGN

### I declare that:

- All information given on this application is complete and true to the best of my knowledge.
- I will use any assistance that I receive first to pay educational costs and then living costs directly related to my course of study and not for any other purpose.
- I will not be receiving student financial assistance from any other province or country for the same period of study.

### I understand that:

- I must immediately notify Manitoba Student Aid in writing, of any changes to any information reported on my application
- If I fail to provide complete, accurate and up-to-date information on my application I might be required to immediately repay all or part of the assistance I received and I might not be allowed to receive assistance in the future.
- I might be required to immediately repay all or part of the assistance I receive if there is a mistake in the way I am assessed and this results in me getting too much money, even if the mistake is a result of an error on my part or on the part of my spouse, my parent, or my educational institution, or the Department of Education and Training.
- I will be required to repay any loan or bursary awards I am not entitled to receive (overawards), and I understand and agree that these may be deducted from subsequent awards, or the amount of the award may be added to my existing Manitoba Student Loan, or a new loan might be created to repay the debt.
- Payments and repayments I am required to make, including repayment of an overaward, are debts due and owing to the government of Manitoba, payable immediately on demand.
- If I default on my Manitoba Student Aid Program debt repayments, the loan can be registered with the Canada Revenue Agency (CRA)'s Refund Set-off Program (RSO). That means that Manitoba Student Aid can apply to take my loan repayments from my tax refunds or GST cheques.
- If I default on my Manitoba Student Aid Program debt repayments, the Government of Manitoba may choose to apply its right of set-off under section 47 of The Financial Administration Act. That means that the Government of Manitoba can deduct the amount I owe out of any amount of money payable to me from the Government of Manitoba or its agencies.

- If I default on my Canada Student Loan Program or Manitoba Student Aid Program debt repayments or give false or misleading information on an application form, Manitoba Student Aid may provide certain information, including personal information about me, to the courts, to financial institutions, and to service providers and collection agencies acting on behalf of the governments of Canada or Manitoba, and my credit rating will be affected. Also, I understand that I might be required to immediately repay any assistance and I might not be allowed to receive further assistance in the future.
- Manitoba Student Aid reports to Equifax Canada Inc., and my student loan repayment history will affect my credit rating.

### I authorize:

- Canada Student Loans or Manitoba Student Aid to directly remit all or a portion of my financial assistance to my educational institution (EI) where my EI requests the payment of my academic fees.
- Manitoba Student Aid to create a new loan in overaward situations and I understand and agree that I am responsible for repaying the new loan. I also understand that this new loan may not be eligible for repayment assistance.

### I make this declaration knowing that:

- Fraud and forgery are offences under the Criminal Code of Canada;
- It is an offence under the Canada Student Loans Act, the Canada Student Financial Assistance Act and The Student Aid Act of Manitoba to knowingly give false or misleading information;
- Anyone found guilty of an offence is liable to be fined up to \$1,000 under the two Canadian Acts and to be fined up to \$5,000 under the Manitoba Act;
- Information provided in this application is subject to audit and verification.

### CONSENT TO INDIRECT COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

I understand that, to determine and verify my eligibility for student aid and investigate my application, I and my spouse (if applicable) understand that Manitoba Student Aid may need to collect and exchange personal information about me (and my spouse) including

my educational and employment history, and information about my (and my spouse's) financial circumstances, income, assets, resources, and credit history for the following purposes:

- To determine and verify my eligibility for student aid and to investigate this application; and,
- To administer, enforce and evaluate the Manitoba Student Aid Program (including related policies and legislation).

I and my spouse (if applicable) consent to the following persons and entities disclosing personal information about me (and my spouse) to Manitoba Student Aid for these purposes:

- Any service providers including, but not limited to, the National Student Loans Service Centre;
- Federal, provincial, and municipal government departments and agencies and Crown corporations including, but not limited to, Canada Revenue Agency, Department of Driver Licensing and Testing within the Manitoba Public Insurance Corporation, Employment and Income Assistance and Employment Manitoba of Manitoba Entrepreneurship, Training and Trade, MarketAbilities (formerly known as Vocational Rehabilitation) Program, and Human Resources and Skills Development Canada.
- My bank, trust company, credit union or financial institution; and any funding sources including, but not limited to, band funding, benefit providers, sponsoring agencies; consumer credit reporting agency; my educational institution; current or past employers.

I and my spouse (if applicable) consent to Manitoba Student Aid collecting personal information about me (and my spouse) from these persons and entities, and to Manitoba Student Aid providing such personal information to these persons and entities as may be necessary to obtain the information Manitoba Student Aid requires from them.

I and my spouse (if applicable) also consent to the disclosure and exchange of my (and my spouse's) personal information by and between Manitoba Student Aid, and its agents, and the federal government for use in research, statistical analysis, and evaluations related to student aid programs whether or not I am approved for any student financial assistance.

I understand and agree that the Declarations, Authorizations and Consents that I make or give on this application for student financial assistance from Manitoba and Canada will also apply to all future applications that I make for such student financial assistance.

I understand and agree that the Declarations, Authorizations and Consents that I make or give on this application for student financial assistance from Manitoba and Canada will also apply to all future applications for which student financial assistance is requested by my spouse.

Signature of Applicant

Signatures are to be written in ink.

**X** SIGN HERE

Applicant Social Insurance Number (S.I.N.) Date

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Signature of Spouse

Signatures are to be written in ink.

**X** SIGN HERE

Spouse Social Insurance Number (S.I.N.) Date

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### PRIVACY NOTICE

Manitoba Student Aid is collecting your personal information and personal health information on this form for the purposes of the Manitoba Student Aid Program under the authority of The Student Aid Act of Manitoba, the Canada Student Loans Act, the Canada Student Financial Assistance Act and the Regulations under these Acts. Your information will be used for the following purposes:

- To determine and verify eligibility for student financial assistance and to investigate this application;
- To administer, enforce and evaluate the Manitoba Student Aid Program (including related policies and legislation); and
- For research, planning and reporting purposes related to the Manitoba Student Aid Program.

Your personal information is protected by The Freedom of Information and Protection of Privacy Act of Manitoba, and your personal health information is protected by the Personal Health Information Act of Manitoba. Any other use, and any disclosure, of your personal information or personal health information by Manitoba Student Aid must be authorized by you or must be authorized under The Freedom of Information and Protection of Privacy Act or The Personal Health Information Act.

If you have any questions about the collection of your personal information or personal health information, please contact the Director of Operations of Manitoba Student Aid at 401-1181 Portage Avenue, Winnipeg, Manitoba, R3G 0T3; phone number: 204-945-6321.

Name of Applicant (please print)

\_\_\_\_\_  
 Signature of Applicant Signatures are to be written in ink.

**X** SIGN HERE

Applicant Social Insurance Number (S.I.N.) Date

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### CONSENT TO THE RELEASE OF TAXPAYER INFORMATION

I, and my spouse (if applicable) consent to the Canada Revenue Agency disclosing to Manitoba Student Aid of the Department of Education and Training, information from my/our respective income tax returns and other taxpayer information that is necessary for the purpose of determining and verifying my eligibility for student financial assistance, and to administer, enforce and evaluate the Manitoba Student Aid Program established under The Student Aid Act of Manitoba and the Regulations made under it. I understand that this information will be used solely for these purposes and will not be disclosed by Manitoba Student Aid to any other person without my consent, unless required or authorized by law.

This consent is valid for the two taxation years prior to the year of signature of this consent, the year of signature and for any other subsequent year for which assistance is requested.

Name of Spouse (please print)

\_\_\_\_\_  
 Signature of Spouse Signatures are to be written in ink.

**X** SIGN HERE

Spouse Social Insurance Number (S.I.N.) Date

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### CONSENT TO THE INDIRECT COLLECTION AND DISCLOSURE OF INFORMATION FROM THE SOCIAL INSURANCE REGISTER

My signature indicates that I consent to the verification of my personal information which is provided in support of my application for federal and provincial student financial assistance with information contained in Human Resources and Skills Development Canada's (HRSDC) Social Insurance Register. This information will be disclosed to HRSDC for the purpose of confirming the accuracy of my identification in the context of my application for federal and provincial student financial assistance.

Signature of Applicant

Signatures are to be written in ink.

Date

**X** SIGN HERE





## Appendix A

## Section 1500: Academic History

If you have taken any previous post-secondary education - complete this appendix.

**1501** Complete this section **even if it was completed on a previous year's application.**

- Report all post-secondary studies you have taken **before** the year of study you are applying for now.
- List each year of study on a separate line (maximum of 52 weeks per line). If you need more space, attach a piece of paper.
- List fall/winter separately from spring/summer classes.
- List part-time separately from full-time studies.
- Do not list individual courses unless you took only one course in that year.
- Do not list anything older than 10 years.

Institution Name	Program Name	Certification to be received (Bachelor's, Diploma, Certificate, Master, PhD)	Start Date	End Date	Check the box if you passed the minimum courseload*	Check the box if you received your Certification
U of Manitoba	Arts	Bachelor's	2   0   1   4   0   9   0   1	2   0   1   5   0   4   2   3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Red River College	Business Admin	Diploma	2   0   1   2   0   9   0   1	2   0   1   3   0   6   2   7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Red River College	Business Admin	Diploma	2   0   1   3   0   9   0   1	2   0   1   4   0   6   2   6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* minimum courseload – Full-time – 60% course load (in each term) in a recognized program leading to a certificate, diploma, or degree. Students with a verified permanent disability requiring a reduced course load may still be eligible for assistance if they are enrolled at 40% of a full course load. Students enrolled in private vocational/private training institutions must attend 100% of the program.

Part-time – 20% course load in a recognized program.

LIST ALL **FULL-TIME** EDUCATION IN THE BELOW CHART Full-time – 60-100% course load (in each term) in a recognized program leading to a certificate, diploma, or degree. 100% course load for students enrolled in private vocational/private training institution.

Institution Name	Program Name	Certification to be received (Bachelor's, Diploma, Certificate, Master, PhD)	Start Date	End Date	Check the box if you passed the minimum courseload*	Check the box if you received your Certification
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

LIST ALL **PART-TIME** EDUCATION IN THE BELOW CHART Part-time – 20-59% course load in a recognized program.

Institution Name	Program Name	Certification to be received (Bachelor's, Diploma, Certificate)	Start Date	End Date	Check the box if you passed the minimum courseload*	Check the box if you received your Certification
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**1502** Enter the number of full-time years (not including prerequisite years) that you have taken in the certificate, diploma or degree program you are taking. \_\_\_\_\_

- If you are in an undergraduate Program, working towards a Bachelor of Science, and have taken 2 years of Arts, and 2 years of Science, enter 4, (the number of years you took at the undergraduate level).
- Include years when you voluntarily withdrew.
- Do not include previous certificates, diplomas, or degrees received before your current program.
- Do not include the years for any undergraduate degree if you are taking an After Degree program.

**1503** Did you receive a Canada Student Loan in any previous year? ☐ Yes ☐ No

**1504** Did you pass the minimum course load\* during the last time you enrolled in full-time post-secondary education/training? If you are not sure, contact your school.

☐ Yes ☐ No ☐ I've never attended full-time post-secondary education/training.

\* minimum course load is 60% of a full course load (in each term) at a college or university, or 100% at a Private School or Private Training Provider.

## Report all financial information in Canadian funds.

## Section 1600: Spouse's Resources

## DO NOT INCLUDE AMOUNTS REPORTED IN SECTION 1200.

All information you and your family provide to Manitoba Student Aid is subject to verification and audit.

For each item below, enter your **spouse's** TOTAL INCOME for your entire **pre-study** and entire **study** periods (rounded to the nearest dollar). Provide estimates if exact amounts are not known.

TOTAL for entire <b>Pre-Study Period</b> (enter dates from page 4, Section 800)	TOTAL for entire <b>Study Period</b> (enter dates from page 5, item # 1110)
From <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="d"/> <input type="text" value="d"/>	From <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="d"/> <input type="text" value="d"/>
To <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="d"/> <input type="text" value="d"/>	To <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="d"/> <input type="text" value="d"/>

<p><b>1601 Earnings</b> (example, <b>gross</b> employment income [before deductions]; pension benefits, tips/gratuities, <b>net</b> self-employment income).....</p> <p><b>1602 Employment Manitoba funding</b> received or to be received. Enter the <b>gross amount</b> including money received for tuition/books/supplies.....</p> <p><b>1603 Employment Insurance Benefits</b> received or to be received. Enter the <b>gross amount</b> (before deductions) .....</p> <p><b>1604</b> Band Council, Indian Affairs, Tribal Council, Manitoba Métis Federation .....</p> <p><b>1605 Scholarships/Bursaries/Other Awards</b>..... Do not include: Manitoba Bursary, ACCESS Bursary, Early Childhood Education Grant, Medical Grants, Student Success Grant or Large Animal Veterinarian Award.</p> <p><b>1606</b> Cash gifts from parents.....</p> <p><b>1607</b> Manitoba Child Benefit, RentAid (formerly known as Manitoba Shelter Benefit), Workers Compensation, Orphan's Benefits, Disability Pension, Disability Benefits, Survivor's Benefits .....</p> <p><b>1608</b> Spousal Support, Child Support, Maintenance, Settlements (example, Divorce, MPI, etc.)...</p> <p><b>1609 Employment and Income Assistance</b> (provincial, municipal)..... Will this assistance continue while your spouse is in school? <input type="checkbox"/> Yes</p> <p><b>1610 Other Income/Assistance from other sources</b> .....</p> <p>(example, money/cash gifts from persons other than parents, pension refunds, non-taxable income, etc.). Do not include: Canada Child Tax Benefit, GST credit amounts, or income tax refunds.</p> <p><b>1611</b> For the purpose of determining eligibility for the Canada Student Grants Program, please indicate your spouse's TOTAL INCOME for 2016 (line 150 of Income Tax Return) \$ .....</p>	<p>Enter 0 (Zero) if none.</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p>	<p>Enter 0 (Zero) if none.</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p>
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## Section 1700: Spouse's Assets

## DO NOT INCLUDE ACCOUNTS REPORTED IN SECTION 1300.

**1701** List ALL of your **Spouse's savings and chequing accounts** (including any individual, joint, trust, U.S. and tax-free savings accounts). Report the balance for each account on your pre-study period start date (see section 800). Do not list amounts from lines of credit, or lines of credit attached to a chequing or savings account.

Name of Bank	Address of Bank	Account No.	Balance at Start of Pre-study Period
			\$
			\$

Enter the TOTAL VALUE of **your spouse's** financial assets as of your pre-study period start date. Round all totals to the nearest dollar.

<p><b>1702 Spouse's Other Assets and Investments</b> .....</p> <p>(ex: Canada Savings Bonds, savings certificates, term deposits, mutual funds, guaranteed investment certificates, treasury bills, stocks, cash on hand, etc.)</p> <p><b>1703 Spouse's Registered Retirement Savings Plans (RRSPs)</b> .....</p> <p>Do not include: amounts mandatorily locked-in until retirement. Example, locked-in retirement account (LIRA)</p> <p><b>1704 Spouse's Registered Education Savings Plans (RESPs)</b> .....</p> <p>Enter only the amount received or to be received during the pre-study and study periods (not the total amount of the savings plan).</p>	<p>\$ .....</p> <p>\$ .....</p> <p>\$ .....</p>
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## Appendix C

## Report all financial information in Canadian funds.

## Section 1800: Parental Information

## Parents of Dependant Applicants – complete this section.

The term "parent" refers to a biological parent, step-parent, common-law parent, or adoptive parent. All references to parents also apply to guardian and spouse, official sponsor and spouse, assisting relative and spouse, or nominator and spouse. If the parent has a common-law spouse, select Common-Law, and report the spouse's income under Parent/Step-Parent #1 or Parent/Step-Parent #2 below.

## 1801 Parents' present marital status:

☐ Single ☐ Married ☐ Common-Law ☐ Separated/Divorced ☐ Widowed

## 1802 Parents'/Step-Parents' information

## Parent/Step-Parent #1

Last Name First Name Birthdate Social Insurance Number (S.I.N.) 

If your parent does not have a Social Insurance Number, please provide a letter explaining why.

## Parent/Step-Parent #2

Last Name First Name Birthdate Social Insurance Number (S.I.N.) 

If your parent does not have a Social Insurance Number, please provide a letter explaining why.

From parents' 2016 Income Tax Returns enter the required information below. Report any other income not required to be reported to Canada Revenue Agency, including income from non-Canadian sources, at 1810. Round all amounts to the nearest dollar.

	Parent/ Step-Parent #1	Parent/ Step-Parent #2
1803 Total Income (line 150 of Income Tax Return) .....	\$ <input type="text"/>	\$ <input type="text"/>
1804 Deduction for elected split-pension (line 210)* .....	\$ <input type="text"/>	\$ <input type="text"/>
1805 CPP (line 308)* .....	\$ <input type="text"/>	\$ <input type="text"/>
1806 Self-employment CPP (line 310)* .....	\$ <input type="text"/>	\$ <input type="text"/>
1807 Employment Insurance (line 312)* .....	\$ <input type="text"/>	\$ <input type="text"/>
1808 Tax Payable (line 435) .....	\$ <input type="text"/>	\$ <input type="text"/>
1809 Net Private Ltd. Companies (line 300 of T2 Income Tax Return [not the basic personal exemption, if any] .....	\$ <input type="text"/>	\$ <input type="text"/>
1810 Other Income (income not required to be reported to Canada Revenue Agency such as Manitoba Child Benefit, RentAid, income from non-Canadian sources, income exempt under section 87 of the Indian Act, etc.) .....	\$ <input type="text"/>	\$ <input type="text"/>

\* Refer to the Schedule 1 of your 2016 Income Tax Return for this information.

## 1811 Dependant Children

List all dependant children in your family, **including the applicant**. Do not include children who are: foster children; employed full-time; on Employment Insurance or social assistance; or have independent status. See Student Category on page 1, Section 300, for information about dependant and independent status.

Full Name	Age	Attending a Post-Secondary* Institution
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

\* Post-Secondary - a higher level of education after Grade 12, such as college or university.

## Appendix C (continued)

## PARENTAL DECLARATION AND CONSENT

## IMPORTANT - PARENTS OF DEPENDANT APPLICANTS MUST READ AND SIGN

Name of Applicant \_\_\_\_\_ Applicant Social Insurance Number (S.I.N.) 

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## DECLARATION, AND CONSENT TO COLLECTION AND RELEASE OF INFORMATION

## I declare that:

- The parental information given on this application in support of my dependant child's application for student financial assistance is complete and true to the best of my knowledge, and that I will notify Manitoba Student Aid in writing of any changes to the parental information given on this application.

## I understand that:

- If I fail to provide complete, accurate and up-to-date information on this application, the applicant might be required to immediately repay all or part of the assistance received and the applicant might not be allowed to receive assistance in the future; and,
- Manitoba Student Aid will not hold me liable for loans given to the applicant.

## I make this declaration knowing that:

- Fraud and forgery are offences under the Criminal Code of Canada;
- It is an offence under the Canada Student Loans Act, the Canada Student Financial Assistance Act and The Student Aid Act of Manitoba to knowingly give false or misleading information;
- Anyone found guilty of an offence is liable to be fined up to \$1,000 under the two Canadian Acts and to be fined up to \$5,000 under the Manitoba Act; and
- Information provided in the application is subject to audit and verification.

I understand and agree that the Declarations, Authorizations and Consents that I make or give on this application for student financial assistance from Manitoba and Canada will also apply to all future applications for which student financial assistance is requested by my dependant child.

## CONSENT TO INDIRECT COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

I understand that Manitoba Student Aid may need to obtain personal information about me including my income for the following purposes:

- To determine and verify the eligibility of my dependant child (the applicant) for student aid and to investigate the applicant's application; and
- To administer, enforce and evaluate the Manitoba Student Aid Program (including related policies and legislation).

I consent to the following persons and entities disclosing personal information about me to Manitoba Student Aid for these purposes: federal, provincial, and municipal government departments and agencies and Crown corporations, including, but not limited to, Canada Revenue Agency, Department of Driver Licensing and Testing of the Manitoba Public Insurance Corporation, and Human Resources and Skills Development Canada.

I consent to Manitoba Student Aid collecting personal information about me from these persons and entities, and to Manitoba Student Aid providing such personal information to these persons and entities as may be necessary to obtain the information Manitoba Student Aid requires from them.

Signature of Parent #1

Signatures are to be written in ink.

X SIGN HERE

Parent #1 Social Insurance Number

Date

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Signature of Parent #2

Signatures are to be written in ink.

X SIGN HERE

Parent #2 Social Insurance Number

Date

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## PRIVACY NOTICE

Manitoba Student Aid is collecting your personal information on this form for the purposes of the Manitoba Student Aid Program under the authority of The Student Aid Act of Manitoba, the Canada Student Loans Act, the Canada Student Financial Assistance Act and the regulations under these Acts. Your information will be used for the following purposes:

- To determine and verify the eligibility of your dependant child (the applicant) for student financial assistance and to investigate the applicant's application;
- To administer, enforce and evaluate the Manitoba Student Aid Program (including related policies and legislation); and
- For research, planning and evaluation purposes related to the Manitoba Student Aid Program.

Your personal information is protected by The Freedom of Information and Protection of Privacy Act of Manitoba, and your personal health information is protected by the Personal Health Information Act of Manitoba. Any other use, and any disclosure, of your personal information or personal health information by Manitoba Student Aid must be authorized by you or must be authorized under The Freedom of Information and Protection of Privacy Act or The Personal Health Information Act.

If you have any questions about the collection of your personal information or personal health information, please contact the Director of Operations of Manitoba Student Aid at 401-1181 Portage Avenue, Winnipeg, Manitoba, R3G 0T3; phone number: 204-945-6321.

## CONSENT TO THE RELEASE OF TAXPAYER INFORMATION

I consent to the Canada Revenue Agency disclosing to Manitoba Student Aid of the Manitoba Department of Education and Training, information from my income tax returns and other taxpayer information that is necessary for the purpose of determining and verifying the applicant's eligibility for student financial assistance and investigating the applicant's application, to administer, enforce and evaluate the Manitoba Student Aid Program established under the Student Aid Act of Manitoba and the Regulations made under it. I understand that this information will be used solely for these purposes and will not be disclosed to any other person without my consent, unless required or authorized by law. This authorization is valid for the two taxation years prior to the year of signature of this consent, the year of signature and for any other subsequent year for which assistance is requested by my dependant child.

Name of Parent #1 (please print)

Signature of Parent #1

Signatures are to be written in ink.

X SIGN HERE

Parent #1 Social Insurance Number

Date

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Name of Parent #2 (please print)

Signature of Parent #2

Signatures are to be written in ink.

X SIGN HERE

Parent #2 Social Insurance Number

Date

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