

INCOME CONFIRMATION FORM (ICF)

Canada–Newfoundland and Labrador Integrated Student Financial Assistance Program

(version française disponible sur demande)
Form must be completed and signed in INK.

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

This Area for Official Use Only



SECTION A Personal Information

Last 3 digits of Social Insurance Number:

Surname

First Name and Initial(s)

NOTE:

- The ICF must be submitted on or after the first day of classes
- Failure to submit the ICF may result in your provincial grant being converted to a repayable interest-free provincial loan

SECTION B Student's Pre-Study Information (To be completed by all students)

Your pre-study period is the time between the end of your last period of full-time studies (post-secondary or high school) and your first day of class for the current academic year, for a minimum of four weeks to a maximum of 17 weeks.

My gross income for the pre-study period was:

During the pre-study period I lived: At home with my parents/spouse/children
 Away from my parents/spouse/children

Address if away:

IMPORTANT NOTE:

If the gross income amount on the ICF is different than the amount you reported on your application, please include an explanation on the reverse side to account for the difference.

SECTION C Spouse's Financial Information (To be completed by spouse if married/common-law)

My gross income during my spouse's pre-study period was:

SECTION D Declaration (To be completed by all students and spouse, if applicable)

I declare that the above information is correct to the best of my knowledge and should there be any changes in academic, personal or financial status, I agree to notify the Student Financial Services Division in writing.

Signature of Student

Date (yy/mm/dd)

Signature of Spouse

Date (yy/mm/dd)

SIGNATURE(S) REQUIRED

REMINDER: Submit your Income Confirmation Form on the first day of classes.

GUIDELINES FOR COMPLETING INCOME CONFIRMATION FORM

GENERAL INFORMATION:

The Income Confirmation Form is a critical part of the application process.

If you have applied and have been assessed prior to the start date of your semester, your first semester funding will be issued based on your estimated pre-study income. However, in order to receive any additional funding, either for the current or subsequent semesters, you **must** confirm your pre-study income using the Income Confirmation Form.

If you have applied prior to the start of your semester, but your application has not been assessed prior to the first day of classes, an Income Confirmation Form will be required in order to process your application.

If you have applied after the start date of your first semester, an Income Confirmation Form is **not** required.

DEADLINE DATE

Your ICF must be received by the Student Financial Services Division within eight weeks of your period of study start date.

REASON FOR DISCREPANCY

Return to:

Student Financial Services Division
Department of Advanced Education, Skills and Labour
P.O. Box 8700
St. John's, NL A1B 4J6
Fax Number: (709) 729-2298
Email: studentaid@gov.nl.ca