

# PROGRAM COST FORM

## Canada – Newfoundland and Labrador Integrated Student Financial Assistance Program

(version française disponible sur demande)

Form must be completed and signed in INK.

For students studying at post-secondary institutions other than Memorial University of Newfoundland, Marine Institute and College of the North Atlantic, unless requested.

**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 is to certify that:**

Surname  Given Name

Last 3 digits of Social Insurance Number

Has applied for acceptance as a full-time student in the program of study:

Area of Specialization or Major (if applicable):

The student will be registering in the:  year of a  year program  
1st, 2nd, etc. 1, 2, etc.

**Total number of weeks in entire program (example: four year degree = 132 weeks):**

Upon completion of the program of study as described above, the student will be awarded a (level of study):

Certificate  Diploma  Bachelor's  Master's  PhD  Other   
(Specify)

For private institutions **within** Newfoundland and Labrador, indicate the total tuition for the program:

The student's period of study by semester for the current academic year is as follows:

Semester Number	Semester Start Date yy/mm/dd	Semester End Date yy/mm/dd	No. of Weeks	% of Full Course Load	Tuition Costs	Book Costs	Other Fees	Paid Work Term?

Name of Educational Institution

Address of Educational Institution

Website Address

For non-resident schools - are all programs via correspondence only?  Yes  No  yy/mm/dd

Canada Student Loan Institution Code     Date

Official's Name (Please Print)  Signature of Official

Area Code & Telephone Number  Fax  Email

**To Student:**

This form must be completed by an official of the educational institution you will be attending.

**To Educational Institution:**

Please use the guidelines below and the instructions on the reverse side of this form to complete.

**Guidelines**

- A semester can be no less than 6 weeks in duration, however, the program must be at least 12 weeks. Funding periods should align with the natural breaks during the academic year.
- Christmas Break: One week should be included in the number of weeks for the Fall Semester and, if applicable, one week for the Winter Semester. (i.e., indicate 17 weeks instead of 16 weeks from September to December).
- Place the amount for tuition, books and compulsory fees for each semester in the appropriate field.
- No semester can extend beyond July 31 for a period greater than 5 weeks.
- Do not put the generic start and end dates of the semester on the Program Cost Form if they do not apply to the student for whom this form is being completed. The dates given should be specific for the student whose name appears on the form (e.g., if the program/semester normally starts in September but the student does not start until November, then the Program Cost Form should have a start date of November and not September).

# Instructions for Post-Secondary Personnel in Completing the Program Cost Form

## GENERAL INFORMATION:

The purpose of the **Program Cost Form** is to provide the Student Financial Services Division with the necessary program and cost information to process an application for student financial assistance for full-time study under the Canada - Newfoundland and Labrador Integrated Student Financial Assistance Program.

## INSTRUCTIONS:

1. If not already completed by the student, please provide the full name and the last 3 digits of Social Insurance Number, if known, of the student for whom this cost form is being completed. Provide the complete name of the program, specifying major/minor and/or specialization.
2. Indicate the year of the program of study in which the student is/will be enrolled. Indicate the total number of years required for normal completion of this particular program of study.
3. Indicate the level of study in the appropriate box for which the student is/will be enrolled.
4. Include total approved tuition for completion of the program.
5. Indicate the start date and end date of each semester (include exam period and one week for Christmas break in the Fall semester and include one week for Christmas break in the Winter semester, if applicable). This information will determine when financial assistance is released to students.

### Indicate the following:

- Percentage of full-course load per semester (i.e., if five courses is considered 100%, four courses would be considered 80%). Courses for which credit has already been earned are considered for the purposes of determining the full-time course load but cannot be included in tuition fees.
  - The actual cost of tuition payable to the post-secondary institution per semester.
  - The actual cost for books and supplies per semester.
  - The actual cost of compulsory fees payable to the institution such as student union fees, health plans, etc., per semester.
  - Computer costs should not be included.
6. Indicate the full name and mailing address of the post-secondary institution. Official institutional stamps are valid. The Program Cost Form should be signed and dated by an authorized official, providing a telephone number, fax number, email address and the printed name of the authorized official.
  7. If known, indicate the Canada Student Loan Institution Code.

## DID YOU KNOW?

This Program Cost Form can be submitted to the Student Financial Services Division in person, by mail, fax or e-mail.

Mailing Address:  
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](mailto:studentaid@gov.nl.ca)