

# 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:

Last Name

First Name and Initial(s)

Last 3 digits of Social Insurance Number

Program of Study:

Area of Specialization or Major (if applicable):

The student will be registering in the:

1st, 2nd, etc.

year of a  year program  
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 Start Date yy/mm/dd	Semester End Date yy/mm/dd	No. of Weeks	% of Full Course Load	Currency	Tuition Costs	Book/Supply Costs	Compulsory 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

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 for Semester Length

- 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.
- No semester can extend beyond July 31 for a period greater than 5 weeks.
- 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).
- 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 assess an application for student financial assistance for full-time study under the Canada - Newfoundland and

## INSTRUCTIONS:

- 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.
- Complete all applicable sections of this form and submit as instructed below.
- 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, books/supplies and compulsory fees must be entered. See below for definitions. Computer costs should not be included.

## TERMS DEFINED

**Tuition:** The actual cost of tuition, based on the actual amount made payable to the educational institution.

**Book/supply Costs:** Can consist of, but not limited to, items such as notebooks, paper, pens, pencils, typing and photocopy services and other similar supplies required to complete the program of study. The specific books and supplies may vary from one program to another.

**Compulsory Fees:** Compulsory fees can include:

- Annual admission fees required when submitting applications
- Student council fees
- Student services fees
- Field trip fees
- Examinations fees
- Graduate thesis costs
- Other amounts payable by the student to the educational institution which are required for their course of study
- Membership fees for professional or other societies