

# INFORMATION GUIDE

Student Financial Assistance for Full-Time  
Post-Secondary Students in New Brunswick

2019-2020 | [studentaid.gnb.ca](http://studentaid.gnb.ca)



New  Nouveau  
Brunswick

Canada 

## Contact Information

For information regarding your application, contact:

### **STUDENT FINANCIAL SERVICES**

Telephone: 506-453-2577 (Fredericton area and outside toll-free zone)  
1-800-667-5626 (the rest of NB, the Atlantic Provinces and  
west to mid-Ontario)

Fax: 506-444-4333

Telephone Hours: 8:00 a.m. to 7:30 p.m. Monday to Friday  
9:00 a.m. to 1:00 p.m. Saturday

Mailing Address: Student Financial Services  
Post-Secondary Education, Training and Labour  
P.O. Box 6000, 440 King St., Suite 420  
Fredericton, New Brunswick E3B 5H1

Website: [studentaid.gnb.ca](http://studentaid.gnb.ca)

For information about disbursements and repayment of your Canada-New Brunswick Integrated Student Loan, contact:

### **NATIONAL STUDENT LOANS SERVICE CENTRE (NSLSC)**

Telephone: 1-888-815-4514 or  
800-2-225-2501 outside North America plus country code

TTY: 1-888-815-4556

Mailing Address: P.O. Box 4030  
Mississauga, Ontario L5A 4M4

Website: [nslsc.ca](http://nslsc.ca)

**Ce document est aussi disponible en français.**

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## Introduction

The Government of Canada and the Government of New Brunswick work together to provide student financial assistance (referred to as “assistance”) in New Brunswick. Loans, grants and bursaries are available to help students access and afford post-secondary education.

This guide provides New Brunswick students with information about assistance for the 2019-20 loan year (August 1, 2019 to July 31, 2020).

Assistance is meant to supplement, not replace, other resources to pay for post-secondary education. You may want to look at other options to help with your costs such as:

- Employment;
- Internship or co-op programs offered for your program of study;
- Bursaries, grants and scholarships;
- Savings; and
- Funding from parents and relatives.

This guide contains important information on both the New Brunswick Student Loans Program and the Canada Student Loans Program. While these two programs differ, they have been integrated for administrative purposes. In this guide you will learn about programs and options available to you.

You can get additional information about financial assistance for part-time studies at [canada.ca/student-financial-assistance](https://canada.ca/student-financial-assistance). A separate application form, available at [studentaid.gnb.ca](https://studentaid.gnb.ca), is required for part-time funding.

This guide reflects information and policies in effect at the time of publication. Every effort has been made to ensure its accuracy, but changes can occur during the year. As a borrower, you will be advised of any program changes that affect you.

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## New in 2019-20

**The Renewed Tuition Bursary** is an extended version of the two previous tuition bursary programs (Free Tuition Program and Tuition Relief for the Middle Class). The tuition bursary has been expanded to now include eligible Student Financial Assistance recipients attending designated private post-secondary institutions in New Brunswick.

In addition to the expanded list of eligible institutions, there has been a change to the loan year bursary maximums with the new maximum of \$3,000 for university and \$1,500 for colleges. All other eligibility requirements are the same as the previous tuition bursary programs including the sliding scale based on household income and family size.

**The Canada Student Grant for Services and Equipment for Students with Permanent Disabilities** annual maximum amount has been increased beginning in the 2019-2020 Academic year to \$20,000.

**New Electronic Identity Verification and Master Student Financial Assistance (MSFAA) Process for Part-time Applicants.** The National Student Loans Service Centre (NSLSC) is continuing to move toward improved electronic service delivery. To that end, students applying for part-time financial assistance will require an MSFAA. They will be required to follow a two-step online process to:

- (i) Confirm their identity and register their account with the NSLSC.
- (ii) Complete their MSFAA online and accept the Terms and Conditions of the agreement.

If you previously completed a full-time MSFAA and you have been accepted for a part-time student grant or loan, you must also complete the part-time MSFAA. The part-time MSFAA has unique terms and conditions you are required to complete. Information on this new process can also be found on the Student Financial Services website at [studentaid.gnb.ca](http://studentaid.gnb.ca).

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## Eligibility Criteria

You are eligible to apply for full-time assistance in New Brunswick if you:

- are a Canadian citizen, permanent resident, a protected person or a Registered Indian under the Indian Act, regardless of your citizenship;
- are a New Brunswick resident, as defined by the program;
- have financial need according to program criteria;
- are enrolled or qualified to enroll in an approved degree, diploma or certificate program that is at least 12 weeks in duration at a designated post-secondary educational institution;
- will be taking at least 60% of a full course load, or 40% if you are a student with a permanent disability;
  - if you are taking a course load that is less than 60%, or 40% if you are a student with a permanent disability, you may be eligible for part-time student financial assistance
- maintain a satisfactory scholastic standard in your studies;
- are not delinquent or in default on a previous student loan;
- pass a credit check if you are 22 years of age or older and have never received a federal and/or provincial student loan;
- have not exceeded your program length plus one additional study period (Periods of Study +1 maximum); and
- have not exhausted the lifetime assistance limit:
  - 340 weeks (including interest-free status) of assistance;
  - 400 weeks for students in doctoral studies; or
  - 520 weeks for students with a permanent disability.

Check with your educational institution to ensure it is designated for the purposes of student loans or visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for a list of designated educational institutions. Your educational institution must be designated in order for you to receive funding. If you have questions regarding an educational institution's designation, please contact Student Financial Services.

Student loan funding cannot be issued for non-degree programs, qualifying years or academic upgrading. Also, individuals in periods of practical training that take place after graduating from the program of study, such as medical internship or residency, dietetic internship or legal articling, are not considered full-time students and therefore are not eligible for student financial assistance or for the interest-free status benefit.

You can receive funding for a maximum of two certificate or diploma programs. You may be eligible for assistance beyond the maximum if you can demonstrate that the additional certificate or diploma program represents academic progression leading to an increased lifelong earning potential.

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## Available Financial Assistance

Post-secondary education is a worthwhile investment but it is also a serious commitment. Being financially prepared means knowing how much your education will cost and making decisions about how you will meet your financial needs. When planning for your education, you should consider tuition costs, text books and learning materials, as well as transportation and living costs while in school.

### **ASSISTANCE FOR PART-TIME STUDIES**

The Government of Canada offers student loans and grants to part-time students. Visit [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance) for more information on the programs available for students studying part-time. The Part-Time Student Loan and Grant Application is available at [studentaid.gnb.ca](http://studentaid.gnb.ca).

### **ASSISTANCE FOR FULL-TIME STUDIES**

Funding is available to help access and pay for full-time post-secondary education. Your single application for a Canada-New Brunswick Integrated Student Loan will be assessed for a combination of non-repayable grants/bursaries and repayable loans from both the Government of New Brunswick and the Government of Canada.

A separate application is required if you are applying for the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities.

#### **Loans (Repayable Funding)**

The Government of Canada provides funding toward the student's assessed need in the form of Canada Student Loan funding, up to a maximum of \$210 per week of study. The Government of New Brunswick provides funding toward the student's assessed need in the form of New Brunswick Student Loan funding up to \$140 per week of study.

#### **Grants and Bursaries (Non-Repayable Funding)**

For certain grants and bursaries, the student's family size is taken into consideration in conjunction with their family income. Family size for the purpose of these grants and bursaries will be determined as part of the assessment process using information provided on the application.

***The Canada Student Grant for Full-Time Students (CSG-FT)*** provides students from low- and middle-income families with non-repayable financial assistance for full-time studies in an undergraduate university or college program of at least 60 weeks in duration. Students who meet the eligibility requirements can receive a maximum of \$375 per month of study.

Table 1 outlines the thresholds that have been established to determine eligibility for

the CSG-FT. Under this sliding scale model, as your gross family income increases above \$31,243, the amount of CSG-FT will decrease until the maximum cut-off noted below is reached.

**Table 1**

CANADA STUDENT GRANT FOR FULL-TIME STUDENTS		
Family Size	Previous Year's Gross Annual Family Income for Maximum CSG-FT	Previous Year's Gross Annual Family Income (CSG-FT Cut-off)
1	\$31,243	\$62,756
2	\$44,184	\$87,789
3	\$54,114	\$104,790
4	\$62,485	\$115,302
5	\$69,861	\$125,008
6	\$76,529	\$134,221
7 or more	\$82,660	\$142,184

**The Skills Boost Top-Up to the Canada Student Grant for Full-Time Students** is part of a three-year pilot project and is available to adult borrowers who have been out of secondary school for at least 10 years and are eligible for the CSG-FT. Eligible adult learners will receive a set top-up amount of \$200 per month of full-time study that does not vary by income or family size. The maximum amount is \$2,400 for a 12-month study period.

**The Renewed Tuition Bursary Program (RTB)** is delivered in conjunction with the federal CSG-FT. The RTB value will be the amount of tuition, less the value of the CSG-FT, up to \$3,000 per loan year if you are attending a university or \$1,500 per loan year if you are attending a college. For students who do not qualify for a federal CSG-FT, the RTB value will be the amount of tuition, up to the maximums noted above. To be eligible for the RTB, all of the following requirements must be met.

- apply to the New Brunswick Student Financial Assistance Program and demonstrate eligibility for federal and provincial funding;
- be enrolled full-time in an undergraduate degree, diploma or certificate program, at a public or private university or college located in New Brunswick;
- meet the income threshold requirements
- not have exceeded the loan year\* RTB maximum of \$3,000 for university/ \$1,500 for college students;
- not have exceeded the tuition bursary lifetime limit (encompasses tuition bursaries received since 2016):
  - three academic years for college programs;
  - four academic years for most university programs/five years if that is the established timeline of the program; and
  - four years for a combination of college and university studies/five years if that is the established timeline of the program.

\* Loan year is defined as August 1 of each year to July 31 the following year.

Table 2 outlines the income thresholds that have been established to determine eligibility for the RTB. Under this sliding scale mode, as your gross family income increases above \$60,000, the amount of tuition relief will decrease until the maximum income cut-off below has been reached.

**Table 2**

Family Size	Gross Income (Maximum Tuition Bursary)	Gross Income (Tuition Bursary Cut-off)
1	\$60,000	\$75,000
2	\$60,000	
3	\$60,000	\$90,000
4	\$60,000	\$100,000
5	\$60,000	\$108,500
6	\$60,000	\$116,500
7 or more	\$60,000	\$123,500

**The New Brunswick Bursary (NBB)** is available to eligible students that are enrolled in a full-time course load whose assessed need is greater than the maximum student loans available. The maximum amount of NBB available to students is \$130 per week of study.

**The Canada Student Grant for Students with Dependants (CSG-DEP)** provides \$200 per month of study, per child who is under 12 years of age (or a dependant with a permanent disability who is 12 or older) at the beginning of the academic year to students who meet the eligibility requirement. Eligibility is based on a progressive income threshold considering family size and income level.

Table 3 outlines the income thresholds that have been established to determine eligibility for the Canada Student Grant for Students with Dependants. Under this sliding scale model, as your gross family income increases above \$44,184, the amount of CSG-DEP will decrease until the maximum income cut-off noted below has been reached.

**Table 3**

CANADA STUDENT GRANT FOR STUDENTS WITH DEPENDANTS		
Family Size	Previous Year's Gross Annual Family Income for Maximum CSG-DEP	Previous Year's Gross Annual Family Income (CSG-DEP Cut-off)
2	\$44,184	\$87,789
3	\$54,114	\$104,790
4	\$62,485	\$115,302
5	\$69,861	\$125,008
6	\$76,529	\$134,221
7 or more	\$82,660	\$142,184

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***The Canada Student Grant for Students with Permanent Disabilities (CSG-PD)*** allows eligible students with permanent disabilities to receive \$2,000 per academic year to cover the costs of accommodation, tuition, and books.

***The Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-PDSE)*** is available to students with permanent disabilities who qualify for the Canada Student Grant for Students with Permanent Disabilities and who have exceptional education-related costs such as tutors, note-takers, interpreters, brailers or technical aids. This grant provides up to \$20,000 for the 2019-20 academic year. A separate application form is required for this grant and is available at [studentaid.gnb.ca](http://studentaid.gnb.ca). Once your application is processed, you will receive written notification of your eligibility.

## Applying for Full-Time Student Financial Assistance

Submit your online application early to ensure that you receive your funds at the start of your study period. Applications for the upcoming loan year are available in May/June. Remember that you only have to fill out one application to be considered for a Canada-New Brunswick Integrated Student Loan, grants and bursaries.

The online application can be accessed at [studentaid.gnb.ca](http://studentaid.gnb.ca). If you are unable to apply online, you can submit a paper application which is also available at [studentaid.gnb.ca](http://studentaid.gnb.ca). If you have questions or need help with your application contact the Student Financial Services: Toll-free (Atlantic Provinces & up to mid-Ontario): 1-800-667-5626. In the Fredericton area or outside toll-free area: 506-453-2577.

Before Classes Begin	
Three months before program start date.	Complete your application. Submit your required documents to Student Financial Services. All documents must be received at least 6 weeks before the start date to receive funding by the time your classes begin.
When you receive your Notice of Assessment	New applicants must complete the two-step online MSFAA with the National Student Loans Service Centre (NSLSC). If you have already signed an MSFAA you do not need to sign a new agreement.
Classes Begin	
Start of classes (First Disbursement)	A portion of your Federal loans and grants as well as a portion of Provincial and loans and bursaries will be issued as follows: <ul style="list-style-type: none"> <li>- approximately 50% of the Federal grants</li> <li>- approximately 50% of the Renewed Tuition Bursary</li> <li>- approximately 60% of the Federal loan</li> <li>- approximately 60% of the Provincial loan</li> </ul> Your educational institution may request all or a portion of the funding.
Mid-point of classes (Second Disbursement)	Second portion of your funding will be issued including the remaining amount for the programs noted above as well as the full amount of the New Brunswick Bursary (if applicable).
While in studies	Inform Student Financial Services immediately of any changes to course load, income or personal information.
Program Ends	
Approximately five months after end date (unless NSLSC is notified of return to full-time studies)	Consolidation Letter is sent from the NSLSC.
End of seventh month (unless NSLSC is notified of return to full-time studies)	First loan payment due.

**Note:** Applications and any changes must be received 6 weeks before your program end date to allow time for processing.

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## How Assistance is Calculated

Financial need is the amount you require to help you meet your financial commitments. The formula to calculate the amount of assistance you will receive is as follows:

$$\text{ALLOWABLE COSTS} - \text{RESOURCES} = \text{ASSESSED NEED}$$

There are four steps in the need assessment process for full-time students:

1. Your student category is identified;
2. Your education and living costs are assessed;
3. Your resources are determined;
4. Your financial need is calculated.

Students with a positive (+) assessed need will be eligible for assistance as explained in this guide. Students with a negative (-) assessed need are deemed to have sufficient resources to cover the costs of attending post-secondary studies.

### **STEP 1: DETERMINE YOUR STUDENT CATEGORY**

#### **Student Categories**

When you apply for full-time assistance, you will be classified as belonging to one of the following four categories. This category will help to determine how your financial need is calculated:

##### **A Single Dependent Student:**

- Has no children; and
- Has been out of high school for less than four years before the first day of class of the current study period; or
- Has been in the work force for less than two years (two periods of 12 consecutive months) before the first day of class of the current study period.

##### **A Single Independent Student:**

- Does not have physical custody and responsibility of dependent children; and
- Has been out of high school for four years or more before the first day of class of the current study period; or
- Has been in the workforce for at least two years (two periods of 12 consecutive months) before the first day of class of the current study period; or
- Is currently or has been a person in permanent care with the Department of Social Development or is receiving/have received financial assistance under Youth Engagement Services (YES); or
- Has no parent, guardian, sponsor or other supporting relative due to death or disappearance.

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**A Married Student or Common-Law Student:**

- Is legally married; or
- Is receiving social assistance as a family unit from the Department of Social Development; or
- Is in a common-law relationship and claimed a marital status of common-law on the 2018 income tax return; or
- Is the parent of one or more dependent children and has physical custody and responsibility for the dependent children who live with them and their partner.

**A Single Parent Student:**

- Has custody of one or more dependent children at least 50% of the time; and
- Is not married or common-law.

**STEP 2: CALCULATE YOUR TOTAL EDUCATIONAL AND LIVING COSTS****Living Allowance**

Your living allowance provides money for shelter, food, miscellaneous items and local public transportation. Your living allowance is determined by your student category, family size, and province where you are studying. The allowance is a weekly standard allowance and is used in the calculation of costs as outlined in Table 4.

**Table 4**

<b>Student Category</b>	<b>Weekly Living Allowance</b>
Single student living at home	\$115
Single student living away from home	\$240
Married/Common-law student	\$476
Single parent	\$320
Each dependent person	\$120

**Educational Costs**

Educational costs include:

- actual tuition and compulsory fees as reported by your educational institution; and
- an allowance of up to \$2,500 per academic year for books and supplies, when applicable; and
- an allowance of \$500 per academic year for computer-related costs.

**Other Costs Considered**

- return transportation; and
- child care (if applicable).

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## STEP 3: DETERMINE YOUR RESOURCES

### Important Note

If you are a dependent student or a married/common-law student, you can choose whether or not you want to include your parent's/partner's income information in your application.

- If you choose **not** to include parental/partner income information, you will be assessed for New Brunswick Student Loan **only**. Any reference to parental/partner income or contributions below will not apply to you.
- If you **do** provide your parental/partner income information, you will be considered for **all** programs (if applicable). The parental/partner contribution, if any, will be removed in the calculation of your New Brunswick Student Loan.

### Expected Contributions

You and your family are expected to contribute to the cost of your education. These contributions are used to determine how much assistance you are eligible to receive.

#### Student Contribution

The student contribution is comprised of:

- The fixed student contribution up to \$3,000 per loan year (described below);
- Any merit-based scholarship or needs-based bursary more than \$1,800 received in one loan year (e.g., university entrance scholarships, doctoral fellowships, and private sector scholarship funds); and
- Other funding you receive specifically to attend studies such as training allowances from private sector or government **excluding** funding provided by the Post-Secondary Student Support Program (PSSSP) to eligible indigenous students.

#### *Fixed Student Contribution*

Students are expected to contribute to their educational costs by providing a fixed student contribution up to \$3,000 per loan year, with the exact amount being calculated based on their gross family income and family size. Students are expected to use their income, assets, and other resources to make a fixed student contribution to their education costs each year.

There is no fixed student contribution for Indigenous students, students with permanent disabilities, students with dependants and students who are, or were, children in permanent care under the Department of Social Development.

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A previous year's gross family income is defined by student category:

- **Independent students and single parents:** family income is comprised of the student's income only (found on Line 150 of the student's previous year's Income Tax Form).
- **Dependent students:** family income is comprised of the student's parental income only, which is used as a proxy for the dependent student (found on Line 150 of each parent's previous year's Income Tax Form).
- **Married/common-law students:** family income is comprised of the student's income and spouse's or partner's income (found on Line 150 of their respective previous year's Income Tax Form).

Students with gross family income from the previous year equal to or below the low-income threshold (Table 5) will contribute \$1,500.

Students with gross family income from the previous year above the low-income threshold will contribute \$1,500 plus an additional 15% of income above the threshold to a maximum total contribution of \$3,000.

Table 5

Low-Income Thresholds for the Fixed Student Contribution	
Family Size	Gross Annual Family Income
1	\$31,243
2	\$44,184
3	\$54,114
4	\$62,485
5	\$69,861
6	\$76,529
7 or more	\$82,660

#### Partner Contribution

The income amount used to determine the fixed partner contribution is the same as the family income used to calculate the fixed student contribution (Table 5). The fixed partner contribution for a student with a family income below the low-income threshold will be \$0. For income above the low-income threshold, the contribution will be 10% on the amount of family income above the low-income threshold. No fixed partner contributions are expected from partners who are students themselves, partners in receipt of Employment Insurance benefits or social assistance, and partners in receipt of federal or provincial disability benefits. The expected fixed partner contribution will be prorated weekly.

#### Parental Contribution

If you are a single dependent student, your parents are expected to contribute towards your education. The amount of parental contribution will vary and depends on the family income after taxes, a moderate standard of living allowance and family size.

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Parents, their dependent children (including the student applying for assistance), and any dependants living in the household are all included to determine family size.

Completing the Parental Section of the application does not mean your parents are co-signing your student loans. You, as the applicant, are solely responsible for repaying your student loans.

A Parental Contribution Calculator is available on [http://tools.canlearn.ca/csigs-scpse/cln-cln/ccp-pcc/af.ccp-pcc\\_ecran-screen1-eng.do](http://tools.canlearn.ca/csigs-scpse/cln-cln/ccp-pcc/af.ccp-pcc_ecran-screen1-eng.do) to estimate your parents' contribution.

#### **STEP 4: DETERMINE YOUR ASSESSED NEED**

Once the costs of attending post-secondary studies have been determined, the financial resources available will be subtracted from those costs. This results in an assessed need:

- students with a positive assessed need will be eligible for assistance;
- students with a negative assessed need are deemed to have sufficient resources to cover the costs of attending post-secondary studies.

#### **FUNDING REVIEW**

Not everyone receives the amount of full-time student financial assistance they may think they should be receiving. Not agreeing with the funding amount is not a valid reason for requesting a funding review, however, you can request a review of your assessment if:

- your circumstances have changed or prior information provided was incorrect;
- you believe an error has been made in assessing your application;
- you have extraordinary circumstances not addressed in the assessment of your application, such as medical expenses; or
- the current year's income is significantly lower than the previous year's provided in the application.

**NOTE:** You must request a review of your assessment in writing and it must be submitted at least six weeks prior to the end of your study period. More information on the review process and the necessary documentation can be found on the Student Financial Services website at [studentaid.gnb.ca](http://studentaid.gnb.ca).

#### **OVERAWARDS**

An overaward is assistance you received for which you are not eligible. This can occur if your application is reassessed due to a change in your circumstances.

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For example, if you discontinued studies during a study period or if an audit of your application uncovered inaccurate information, Student Financial Services may determine that you have been overpaid.

The amount of any loan or bursary overaward will be recovered either by reducing the amount of student financial assistance you receive on future applications or through collections efforts.

If you withdraw from studies or change from full-time to part-time status within 30 days of the first day of classes, all or part of your Canada Student Grant that has been disbursed will be converted to a loan as outlined in your MSFAA. You will have the opportunity to repay this grant overaward immediately or this amount will be added to your outstanding loan principal at consolidation.

If a reassessment of your application determines that you provided inaccurate information and that you are ineligible for full-time or part-time Canada Student Grant, all or part of your Canada Student Grant that has been issued will be converted into a loan as outlined in your MSFAA.

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## Receiving Your Funds

The National Student Loans Service Centre (NSLSC) administers your loan on behalf of the Government of Canada and the Government of New Brunswick.

### **FIRST TIME APPLICANTS**

If you are a first-time applicant or are returning after a break of two or more years, once your application has been assessed, you will receive a Notice of Assessment including:

- information on the amount of your assistance including the disbursement schedule for your funding.
- Your 10-digit Master Student Financial Assistance Agreement (MSFAA) number; and
- Instructions on what to do with the MSFAA number to get your assistance.

Within two to three business days of receiving your Notice of Assessment and 10-digit MSFAA number, you will receive a “Welcome Email” from the NSLSC. A secure URL in the email will invite you to use your MSFAA number to:

1. Verify your identity by registering your account with the NSLSC; and
2. Complete your MSFAA where you will be asked to Accept the Terms and Conditions of the agreement.

**Note:** *the MSFAA is a multi-year legally binding contract, requiring a one-time signature, that outlines your responsibilities and terms and conditions of accepting and repaying your provincial and federal student grants and loans.*

**This two-step process must be completed in order to receive your student financial assistance; therefore, you are required to provide an email address on your application.**

To complete this two-step process you will need to have the following information:

- Your bank account information (Transit, Institution and Account number);
- Your SIN;
- Your 10-digit MSFAA number; and
- Date of Birth.

If you have questions about the MSFAA process, please visit [studentaid.gnb.ca](http://studentaid.gnb.ca) for more information.

### **RETURNING APPLICANTS**

Once your application has been assessed, you will receive a Notice of Assessment with information on the amount of your assistance including the disbursement schedule for your funding. If you have already signed a MSFAA you do not need to complete the

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online MSFAA process unless you leave full-time study for two years or establish residency in a new province or territory. Therefore, if you are a returning student who does not require a new MSFAA, NSLSC will send an email from [info@csnpenslsc.ca](mailto:info@csnpenslsc.ca) with a subject line of “Important Update: Check your Mailbox” when the funds are disbursed.

If your information has changed, please contact the NSLSC to update your account at:

Toll Free Telephone: 1 888 815-4514 (within North America)  
800 2 225-2501 (outside North America)  
TTY: 1 888 815-4556

## **CONFIRMING YOUR ENROLMENT**

The NSLSC will confirm your enrolment electronically with your educational institution. If your educational institution is in Canada, they will be asked by the NSLSC to confirm your enrolment. If your educational institution does not confirm enrolment electronically, the NSLSC will mail the confirmation of enrolment (Schedule 2) form to your educational institution and the educational institution will return it to the NSLSC.

If your educational institution is outside of Canada and they don't confirm your enrolment electronically, a confirmation of enrolment (Schedule 2) form will be sent to your mailing address and you must take it to the registrar's office at your educational institution. The form must be returned by you or your educational institution to the NSLSC.

## **DISBURSEMENT OF FUNDS**

Your educational institution may advise the NSLSC that a portion (or all) of your funding is to be paid directly towards your academic fees. Remaining funds will be electronically deposited into the bank account that you provided on the MSFAA. You may experience delays in receiving your funding if information is missing from you or your educational institution. If you have questions regarding your funding disbursement, please contact Student Financial Services.

Once funding has been disbursed, you will receive a letter from the NSLSC that provides detailed information on the amount of funding paid to you and your educational institution as well as information on how you can track your funding and manage your student financial assistance using the NSLSC Online Services Tools.

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## Maintaining Your Eligibility While in Studies

### YOUR RESPONSIBILITIES

#### Satisfactory Scholastic Standards

After you have obtained your funding and are attending classes, you must maintain Satisfactory Scholastic Standard (SSS) to keep your interest-free status and stay eligible for future funding. To do this, you must:

- continue to be enrolled in 60% or more of a full course load each semester (40% for students with a permanent disability). Your educational institution determines what a full course load is for each term or semester of each study period. All courses must lead to a degree, diploma or certificate;
- achieve successful completion of at least 60% of a full course load (40% for students with a permanent disability); and
- maintain regular attendance at all times. If you miss more than three consecutive weeks (21 calendar days), you will be considered withdrawn for student loan purposes. Your study period will be considered unsuccessful.

If you withdraw during your first semester or term and plan to attend full-time in the second semester or term, you must submit a new application to Student Financial Services.

It is your responsibility to contact the educational institution regarding possible tuition refunds.

If the following situation(s) results in you dropping below the minimum required course load, you may be considered to have not successfully completed your study period:

- You withdraw from studies on your own accord;
- You change educational institutions or programs during your study period; or
- You are expelled before the end of your study period.

If you do not successfully complete your study period (i.e. achieve a Satisfactory Scholastic Standard), there are consequences related to your eligibility for future student financial assistance. Each time that satisfactory scholastic standard is not maintained, a more significant consequence will result as outlined in Table 6.

**Table 6**

Scholastic Situation	Consequence
Failure to achieve SSS during <b>one</b> study period	You are put on probation but will remain eligible to be considered for funding in subsequent loan year
Failure to achieve SSS during <b>two</b> study periods	You lose eligibility for funding for a minimum of 12 months (1 loan year)
Failure to achieve SSS during <b>three</b> study periods	You lose eligibility for funding for a minimum of 36 months (3 loan years)

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During these periods of ineligibility, you must maintain your student loans in good standing to regain future eligibility.

### **PERIODS OF STUDY +1 LIMIT**

You must complete your studies within the required eligibility periods. You are eligible for assistance for the normal duration of the program plus one additional year. For example, if your program duration is 2 years, the maximum number of years you will be eligible for funding in that program is 3 years. Students with permanent disabilities are exempt from this limit however demonstration of academic progression is required.

### **LIFETIME ASSISTANCE LIMITS**

You must not exceed the lifetime assistance limits of 340 weeks of study. The lifetime assistance limits may be extended up to an additional 60 weeks (to a maximum of 400 weeks) for full-time students enrolled in doctoral studies. Students with permanent disabilities may receive assistance for up to 520 weeks.

### **KEEPING GOVERNMENT STUDENT LOANS INTEREST-FREE**

Whether you take out a new student loan for upcoming studies or not, your existing loan holder(s) need to know that you are still in school. If not, you will lose the interest-free status on your existing loans and you will have to start repaying loans earlier than expected.

All your lenders must receive Confirmation of Enrolment (Schedule 2) information, completed by your post-secondary institution. This proves you have registered for upcoming studies.

If you are receiving an Integrated Canada-New Brunswick loan, your educational institution will provide Confirmation of Enrolment (Schedule 2) as part of the process. If you are not receiving funding under this program, you must provide Confirmation of Enrolment (Schedule 2) which is available through your NSLSC borrower account or at [www.canada.ca/student-financial-assistance](http://www.canada.ca/student-financial-assistance).

If you have part-time loans and full-time loans and are studying full-time, both loans will be interest and payment free. However, if you are studying part-time, only your part-time loan will be interest and payment free. Regular payments will be expected on your full-time loan.

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## Repaying Your Student Loan

### **CONSOLIDATING YOUR LOAN**

Six months after you have left full-time study, whether you have graduated, transferred to part-time studies, withdrawn, or you are taking time off from your studies, you will need to begin repaying your student loan. This is called student loan consolidation.

Prior to your loan(s) entering the repayment phase, the NSLSC will send you a Consolidation Letter. It outlines your repayment terms and your minimum monthly payment. You also can negotiate your monthly payment amounts with the NSLSC, pay in lump sum or pay out your loan early.

Contact the NSLSC if you have not received your repayment information one month before your loans consolidate.

Even though you are not required to make a payment for six months after completing your studies, interest will accumulate on your New Brunswick Student Loan during this time. Any unpaid interest accumulated during this six-month period will be capitalized and included in your principal balance at the time of consolidation. Your first loan payment is due on the last day of the seventh month following:

- the date your period of study ends; or
- the end date you withdraw from studies.

#### **Example**

- Period of Study End Date: April 30, 2019
- Date six-month non-repayment period begins (interest starts to accrue on New Brunswick Student Loans): May 1, 2019
- Date six-month non-repayment period ends: October 31, 2019
- First loan payment due date: November 30, 2019

#### **Interest on Canada Student Loans**

- Fixed Interest Rate (Prime plus<sup>1</sup> 2%) or
- Floating Interest Rate (Prime).

#### **Interest on New Brunswick Student Loans**

- Fixed Interest Rate (Prime plus 5%) or
- Floating Interest Rate (Prime plus 2.5%).

<sup>1</sup>Prime is defined by the Canada Student Loans Program in accordance with *The Canada Student Loans Act* or *The Canada Student Financial Assistance Act*.

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Your loans will be automatically consolidated with the floating rate of interest. You will have a one-time option of switching to the fixed rate of interest during your repayment period.

To compare different repayment options, visit [canada.ca/student-financial-assistance](https://canada.ca/student-financial-assistance) to check out the Loan Repayment Estimator.

The NSLSC offers online services to keep track of the activity on your student loan account as well as update your personal information. Go to [canada.ca/student-financial-assistance](https://canada.ca/student-financial-assistance) to register.

## **MAINTAINING YOUR LOAN WHILE IN REPAYMENT**

As a borrower, you are required to fulfill your obligations and responsibilities of the repayment terms and conditions of your loan.

Your loan is delinquent when you are behind in your regular scheduled monthly payments. If your loan becomes delinquent, your credit score will be affected. Late payments will appear on your credit reports which may prevent you from getting credit for future purchases (for example, cellular phone contracts, vehicle, house, etc.)

Contact the NSLSC before you miss a payment. There are options available to help you manage your payments and avoid defaulting on your loan.

## **REVISION OF TERMS**

You may ask the NSLSC about reducing your monthly payment amount by extending the length of time you take to repay your loan. This will lower your monthly payments, but you will pay more interest over time. Contact the NSLSC for more information.

## **REPAYMENT ASSISTANCE PLAN**

The Repayment Assistance Plan (RAP) makes it easier for you to manage your debt. You can pay back what you can reasonably afford, based on your family income and family size. Monthly payments are limited to 20% or less of a borrower's gross family income. No borrower on RAP will have a repayment period of more than 15 years, or 10 years for borrowers with permanent disabilities. If borrowers earn very little income, they may not be required to make loan payments until their income increases. To apply, complete the online application through your account with the NSLSC. Visit [canada.ca/student-financial-assistance](https://canada.ca/student-financial-assistance) to find out more about repayment assistance and how to manage your student loan debt.

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## **REPAYMENT ASSISTANCE PLAN – PERMANENT DISABILITY**

The Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD) is available to borrowers with a permanent disability who are having difficulty repaying their student loan debt. RAP-PD makes it easier for you to manage your student debt and will consider additional medical expenses related to your disability. You can pay back what you can reasonably afford based on your family income and family size. Monthly payments are limited to 20% or less of a borrower's gross family income and no borrower will have a repayment period of more than 10 years. If borrowers earn very little income, they may not be required to make any loan payments until their income increases. To apply, complete the online application and Permanent Disability Expense form through your account with the NSLSC.

### **DEFAULT**

If you miss payments on your Canada/New Brunswick Student Loan for nine months (270 days) or more, your loan is in default. When this happens, your loan is no longer integrated which means you will need to manage your loans with both the Federal Government and the Provincial Government.

You will be required to set up two separate repayment plans, one for each part of your loan.

- For your Canada Student Loan, contact the Canada Revenue Agency at 1-866-336-7566.
- For your New Brunswick Loan, contact Service New Brunswick – Central Collection Services at 1-855-806-2472 (option 2).

There are consequences if your loan is returned to government due to default, including:

- Your tax refunds and/or GST and HST credits may be withheld and applied toward your outstanding student loan debt.
- You will not be able to access the Repayment Assistance Plan.
- You will not be eligible for future federal and provincial loan funding.
- You may be contacted by a collection team.
- You may be subject to having your salary garnished.
- You may no longer be eligible to benefit from other government programs.

### **RESERVIST BENEFIT**

If you are a member of the Canadian Forces Reserves and have been deployed on designated operations, are about to be deployed or are away from your studies receiving training specific to an upcoming deployment, you may be eligible for the Reservist Benefit. Visit [canada.ca/student-financial-assistance](http://canada.ca/student-financial-assistance) for more information.

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## **CANADA STUDENT LOAN FORGIVENESS FOR FAMILY DOCTORS AND NURSES**

Family doctors, residents in family medicine, nurse practitioners, and nurses that practice in under-served rural or remote communities may be eligible to have a portion of their Canada Student Loan (CSL) forgiven. Visit [canada.ca/student-financial-assistance](https://canada.ca/student-financial-assistance) for more information.

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## Your Information

### **COLLECTION OF PERSONAL INFORMATION**

Student Financial Services may need to collect personal information about you, including, but not limited to, your updated address/telephone number and your academic performance for the period stated on your application, or for previous periods as considered necessary, from any department of the Province, the government of any other province or territory of Canada, the Government of Canada, service provider(s), educational institution(s), financial institution(s), and other agencies and persons.

### **USE AND DISCLOSURE OF PERSONAL INFORMATION**

Your personal information, whether collected from you or from a third party, will be used for the purposes of processing your application, determining and verifying your eligibility for student financial assistance, administering any financial assistance provided to you, including the repayment and collection thereof, conducting research and evaluation of the Student Financial Assistance Program(s) and administering and enforcing the *Post-Secondary Student Financial Assistance Act* and regulations thereunder. Also, your personal information may be disclosed for these purposes to any department of the Province, the government of any other province or territory of Canada, the Government of Canada, service provider(s), educational institution(s), financial institution(s), and other agencies and persons.

### **SOCIAL INSURANCE NUMBER VERIFICATION**

Student Financial Services may verify your Social Insurance Number (SIN), name, date of birth and gender with information contained in the Employment and Social Development Canada (ESDC) Social Insurance Register. This information may be disclosed to ESDC for the purpose of confirming the accuracy of your identification in the context of your application for provincial and federal student financial assistance.

### **AUTHORIZATION TO DISCLOSE INFORMATION**

If you wish your partner, parent(s)/guardian(s)/step-parent(s), or any other person(s) to communicate with Student Financial Services on your behalf regarding your student financial assistance file, you must complete an Authorization to Disclose Information form. The form, once completed, will authorize Student Financial Services to communicate with the person(s) named in the form regarding your file, and to disclose to and discuss with the named person(s) your personal information contained in your file, namely: your personal, academic and financial information contained in your application form, in the material provided in connection with your application, and in the material Student Financial Services is authorized by you and by law to collect, in connection with your application, the status of your application and the administration, repayment and collection of any financial assistance provided to you

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as a result of your application for assistance. The authorization form can be completed as part of your application and is also available at [studentaid.gnb.ca](http://studentaid.gnb.ca).

## **FALSIFIED INFORMATION**

The Canada-New Brunswick Integrated Student Loans Program is dedicated to providing assistance to support students seeking post-secondary education under the terms of federal and provincial student loan legislation and policy.

It is an offence under *The Canada Student Financial Assistance Act* and *The Post-Secondary Student Financial Assistance Act and Regulations* to knowingly give false or misleading information on your application or other forms. Offences may also be punishable under the Criminal Code of Canada. All of the information submitted on your application is subject to audit and verification.

If it is determined that an individual knowingly committed fraud or misrepresentation, the Canada Student Loans Program may apply administrative measures and possibly require the individual to immediately repay loans or grants received through misrepresentation (as per subsection 17.1(1) of *The Canada Student Financial Assistance Act* and section 18.1(1) of *The Canada Student Loans Act*). Administrative measures specifically refer to the individual being restricted from student financial assistance, such as loans, grants, repayment assistance and in-study interest-free status, for a period of one to five years.

If you know of someone providing false information while receiving a financial benefit, please contact Student Financial Services. Allegations are serious and all contacts will be investigated. We assure you that you will remain anonymous.

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## Glossary

**Academic year:** defined by your educational institution, up to a maximum of 12 months. An academic year may comprise multiple terms or semesters, including spring and summer session.

**Bursary:** funding that does not have to be paid back.

**Capitalization:** this happens when you add unpaid accumulated interest to the principal of a loan. It increases the total principal outstanding.

**Confirmation of Enrolment (Schedule 2):** if you are not receiving a student loan or if your institution is not confirming enrollment electronically, this is the form that you and your educational institution complete as proof that you are enrolled in full-time or part-time post-secondary studies. This is required in order to keep your student loan interest-free and ensures that you do not need to repay your loan while you are still in studies (providing lifetime assistance limits have not been reached). This form can be found at [canada.ca/student-financial-assistance](http://canada.ca/student-financial-assistance).

**Consolidation Letter:** a letter sent to you (the borrower) when you enter the repayment phase of your loan, indicating the terms of repayment. The first loan payment is due on the last day of the 7th month after classes end in your final term or you leave full-time studies.

**Course Load:** refers to the number of courses or credits you are taking. The educational institution determines the number of courses or credits that equal 100% course load. As a general rule, for degree programs, 5 courses equal a 100% course load, 4 courses equal 80% course load, etc. For certificate and diploma programs, students are generally enrolled in 100% course load.

**Credit Check:** a verification of the student's credit history through a credit bureau that is completed for all first-time applicants 22 years of age or older including any applicant who has previously applied for funding but never received a federal and/or provincial student loan.

**Default:** when you are behind on your payments for nine or more months and collection activities are required. Defaulting on your loan will make you ineligible from receiving future student financial assistance or from applying for repayment assistance under the Repayment Assistance Plan.

**Designation:** process by which educational institutions obtain the necessary recognition that allows their students to be eligible for assistance.

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**Designated institution:** educational institutions where students are eligible to receive assistance.

**Full-time student:** enrolled in minimum 60% of a full course load (or 40% for students with permanent disabilities) as determined by the educational institution.

**Integrated Student Loan:** the Governments of Canada and New Brunswick have combined their full-time student loans programs resulting in loans for full-time students that combine funding from both levels of government. When it is time to repay your loan, you will benefit from a single repayment through the NSLSC so long as your loan is not in default.

**Lifetime Assistance Limit:** the maximum time frame (340 weeks) you are eligible to receive money and to maintain your student loans in interest-free status. Students in doctoral studies receive 400 weeks and students with a permanent disability receive 520 weeks.

**Loan Year:** defined as beginning August 1<sup>st</sup> of each year and ending July 31<sup>st</sup> of the following year.

**National Student Loans Service Centre (NSLSC):** the NSLSC manages all Canada Student Loans and Canada-New Brunswick Integrated Student Loans issued on or after August 1, 2000. The NSLSC processes your Master Student Financial Assistance Agreement (MSFAA), arranges for your loan funds to be deposited into your bank account, helps you keep track of the amount of your loan and the amount you have to repay, administers the Repayment Assistance Plan (RAP), and works with you to set up a loan repayment schedule. You can contact the NSLSC by calling 1-888-815-4514. You can also create an online account at [nslsc.ca](http://nslsc.ca).

**Non-Degree Program:** you are considered to be in a non-degree program if you are not earning credits that will be applied towards a degree, diploma or certificate. You are not eligible for student financial assistance funding if you are in a non-degree program.

**Non-Repayment (Grace) Period:** the six-month period after you graduate or leave studies during which you are not required to make loan payments. However, interest on your loan builds up during this period and you are responsible for paying this interest. You can choose to add it to your principal (capitalization), but if you do, you will not be able to claim the interest on your income tax return. Please note this is not the same as interest-free status.

**Notice of Assessment:** information on the calculation of your assistance and the payment schedule.

**Overaward:** student financial assistance that you have received that you were not eligible for. An overaward could be created as a result of your withdrawal from full-

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time studies, a reduction in costs, a reduction in the length of your program of study, or as a result of a correction or audit of your file.

**Permanent disability:** a functional limitation caused by a physical or mental impairment which restricts a person's ability to perform the daily activities necessary to participate fully in post-secondary studies or in the labour force, and is expected to remain with the person for the person's expected life.

**Permanent Resident of Canada:** an individual who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.

**Protected Person of Canada:** an individual who holds a valid Verification of Status document issued by Citizenship and Immigration Canada, or a valid Protected Persons Status Document issued prior to January 1, 2013.

**Qualifying Year:** you are considered to be in a qualifying year if you are taking courses to gain entrance into a degree, diploma or certificate program and are not earning credits that will be applied toward that degree, diploma or certificate. You are not eligible for student financial assistance funding if you are in a qualifying year.

**Resident:** a person who has lived in New Brunswick for 12 consecutive months before the first day of their study period (excluding time spent in full-time post-secondary studies).

**Satisfactory Scholastic Standard (SSS):** the successful completion of at least 60% of a full course load or 40% of a full course load for students with a permanent disability. You must maintain a satisfactory scholastic standard for each period of study for which you receive assistance to maintain your eligibility for student financial assistance. All courses must lead to a degree, diploma or certificate from a designated post-secondary education institution.

**Withdrawal:** an absence of more than 21 consecutive calendar days from a program or if your course load drops below 60% of a full-time course load (below 40% for students with a permanent disability).