

# PART-TIME Student? Getting your loan funds is as easy as 1, 2, 3 ....

Your **part-time Canada Student Loan** is issued directly from the Government of Canada, and must be cashed through the National Student Loans Service Centre (NSLSC).

Follow these easy steps:

## Step 1 – your school signs, you sign

Take your **Certificate of Eligibility Part-Time Student Loan (Schedule 1A)** to your educational institution and have the Confirmation of Enrolment section completed. Ensure you have personal identification with you when you go to your educational institution.

## Step 2 – complete a Canada Student Loan Agreement for Part-time Students

- Complete the Canada Student Loan Agreement for Part-time Students that you received with your Schedule 1A, and then take the completed agreement to a participating Canada Post outlet. **You will need to present valid photo identification (driver's license, student ID card, passport or citizenship card) and your Social Insurance card or any Government of Canada official document with your Social Insurance Number on it, such as an income tax assessment or a recent T4 slip.**
- If you want your money deposited into your bank account, complete the Direct Deposit section on your Canada Student Loan Agreement for Part-time Students and attach a VOID cheque. By attaching a void cheque, you will ensure that your banking information is correct.
- The Canada Post outlet will forward your documents to the NSLSC. A list of participating Canada Post outlets in Alberta is included with your loan certificate and is also available on-line at [alis.alberta.ca](http://alis.alberta.ca). For information on participating outlets in other provinces, visit [canlearn.ca](http://canlearn.ca).

**Important Deadline:** You must submit your loan documents to a participating Canada Post outlet within 30 day of the date your educational institution signs your Schedule 1A, and before the end of the month of the period of study end date that is indicated on your Schedule 1A.

## Step 3 – when to expect your money

- If you submit a void cheque with your loan documents, your funds will be deposited into your bank account within a week of the disbursement date on your Schedule 1A, or within a week of the date your loan documents are received at the NSLSC, whichever is later.
- If you want your funds mailed directly to you, a cheque will be sent within two weeks of the disbursement date on your Schedule 1A, or within two weeks of the date your loan documents are received by the NSLSC, whichever is later.

See reverse side for more information...

**Need more information about getting your Part-time Canada Student Loan Funds?  
Contact the National Student Loans Service Centre:**

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**National Student Loans Service Centre**

- Toll Free: 1-888-815-4514 (within North America)
- TTY: 1-888-815-4556
- Countries outside of North America: dial international access code + 800 2 225-2501 (toll free)
- Countries outside of North America without an international access code:  
call the Canadian operator at 800 0800 096 0634, then collect call 905-306-2950

**Mailing address:** National Student Loans Service Centre  
P.O. Box 4030  
Mississauga ON L5A 4M4

**Courier address:** National Student Loans Service Centre  
2 Robert Speck Parkway, 14<sup>th</sup> Floor  
Mississauga ON L4Z 1H8  
1-888-815-4514

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