

Program Cost Form (Full-Time)

Canada-Newfoundland and Labrador Integrated Student Financial Assistance Program

This form is to be completed by an official of the educational institution. It is required for **full-time** students studying at post-secondary institutions other than Memorial University of Newfoundland, Marine Institute, and the College of the North Atlantic, unless otherwise requested.

Guidelines and instructions on completing this form are located on the second page.

A. Student's Personal Information								
Student's First Name			Student's Last Name			Student's Social Insurance Number XXX-XXX-		
B. Educational Institution Information								
Name of Educational Institution					Website			
Address					What is the program delivery method: <input type="checkbox"/> In-person <input type="checkbox"/> Hybrid (combination of <input type="checkbox"/> Fully remote in-person and remote)			
Name of Authorized Official					Canada Student Financial Assistance Program Institution Code			
Telephone Number			Fax Number			Email Address		
C. Program Information (see Instructions)								
Program of Study								
Area of Specialization or Major (if applicable)			Total Number of Years in the Program		Total Combined Number of Weeks in the Program (see Instructions)			
Level of Study <input type="checkbox"/> Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Diploma <input type="checkbox"/> PhD <input type="checkbox"/> Bachelor's <input type="checkbox"/> Other – please specify					For All Private Career Colleges – Total Tuition for Full Program:			
D. Student's Specific Period of Study Information (by semester for the current academic year)								
Registered year of program: _____ (ex. Enter 1 if the student is in the first year of a 4-year program)								
Semester Start Date (YYYY-MM-DD)	Semester End Date (YYYY-MM-DD)	Number of Weeks (see Guidelines for Semester Length)	% of Full Course Load (see Instructions)	Currency	Tuition Costs	Book/Supply Costs	Compulsory Fees	Paid Work Term (Y/N)
Official's Signature				Date				

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 2019** (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. For any questions about the collection and use of this information, contact the Director, Student Financial Services Division, Department of Education and Early Childhood Development, Government of Newfoundland and Labrador, P.O. Box 8700, St. John's, NL, A1B 4J6 or (709) 729-5849.

General Information:

The **Program Cost Form** provides StudentAidNL with the required program and cost details to assess applications for full-time student financial assistance under the Canada-Newfoundland and Labrador Integrated Student Financial Assistance Program.

Instructions for the Educational Institution:

- Provide the student's full name and the last three digits of their Social Insurance Number.
- **Section C:** Complete this section using program details for students enrolled at 100% course load. Indicate the *Total Combined Number of Weeks* for the entire program **when completed full-time** (e.g., a 4-year program with 34 weeks per year equals 136 total weeks).
- **Section D:** Specify the percentage of a full course load for each semester (e.g., if five courses equal 100%, four courses equal 80%). Include the student's actual costs for tuition, books/supplies, and compulsory fees.
- Do not include computer costs.
- Refer to the definitions below for further guidance.

Guidelines for Semester Length:

- A semester must be at least 6 weeks long, and the full program must be at least 12 weeks. Funding periods should align with natural academic breaks.
- No semester can extend beyond July 31 for more than 5 weeks.
- **Breaks In Study:** An institution break is a period when instruction is not offered. Breaks in full-time study are allowed as long as they do not exceed 2 consecutive weeks. For example, if the institution has a 2-week Christmas break, allocate the first week to the Fall Semester and the second week to the Winter Semester (e.g., record 17 weeks instead of 16 weeks for the Fall Semester from September to December).
- In **Section D** of the Program Cost Form, do not include generic semester start and end dates if they do not apply to the student. Dates must reflect the specific student's schedule (e.g., if the program typically starts in September but the student begins in November, enter November as the start date).

Terms Defined:

Full-time Student: Enrolled in at least 60% of a full course load (40% for students with a disability).

Part-time Student: Enrolled in 20-59% of a full course load. Students with a disability can choose full-time or part-time status if enrolled in 40-59%.

Delivery Method: Describes the location of learning and interaction with instructor.

- **In-Person Learning:** All classes, labs, and program activities occur on campus or at a designated location. Attendance in person is required for the entire program.
- **Fully Remote Learning:** All classes, labs, and program activities are conducted online or via correspondence (e.g., email or postal mail). Attendance in person is not required, and all coursework is completed remotely.
- **Hybrid Learning:** A mix of in-person and remote learning. Some classes, labs, or activities are conducted on campus, while others are completed remotely. Participation in both formats is required.

Tuition: The actual cost payable to the educational institution.

Book/Supply Costs: Includes items like notebooks, pens, photocopying, and similar supplies required for the program, up to a maximum of \$550 per semester. Specific books and supplies vary by program.

Compulsory Fees (may include):

- Fees required for the course of study, including:
 - Membership fees for professional or other societies
 - Field trip costs
 - Examinations fees
 - Graduate thesis costs
- Admission fees
- Student council or services fees