

Program Cost Form (Part-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 all **part-time** students. **Guidelines and instructions for 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
Campus and Address	Canada Student Financial Assistance Program Institution Code
Name of Authorized Official	Email Address
Telephone Number	Fax Number

C. Program Information (See Instructions for the Educational Institution)

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)	Registered Year of Program (ex. Enter 1 if in first year of 4 year program)	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 _____

What faculty/division is the program considered to be?

<input type="checkbox"/> Administration/Business	<input type="checkbox"/> Theology	<input type="checkbox"/> Trades
<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Education	<input type="checkbox"/> Arts/Sciences
<input type="checkbox"/> Community Service	<input type="checkbox"/> Medicine	<input type="checkbox"/> Agriculture/Related Sciences
<input type="checkbox"/> Dentistry	<input type="checkbox"/> Law	<input type="checkbox"/> Other – please specify _____

D. Student's Specific Period of Study Information List all individual course(s) in which the student is registered below.

Course Description (ex: Literature)	Course Code (ex. ENGL1000)	Delivery Method (ex. in-person, fully remote, hybrid. See Terms Defined)	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)

Period of Study Start Date (YYYY-MM-DD)	Period of Study End Date (YYYY-MM-DD)	What is the student's percentage of a full course load for the period of study? (See Instructions)	Number of Courses per Week for the period of study	Number of Weeks in the Period of Study

What are the student's tuition and compulsory fees (do not include residence fees) for the period of study?	What are the student's book and equipment costs for the period of study?
Tuition	Books
Compulsory Fees	Equipment
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 part-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 the student is enrolled in (e.g., if five courses equal 100%, two courses equal 40%). Include the student's actual cost for tuition, compulsory fees, books, and equipment for the study period.
- Do not include computer costs.
- Refer to the definitions below for further guidance.

Guidelines for Semester Length:

- The full program must be at least 12 weeks in duration. Funding periods should align with the natural academic breaks.
- No semester can extend beyond July 31 for more than 5 weeks.
- 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:

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%.

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

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.

Books: The actual cost of required course books. Specific books vary by program.

Equipment Costs: Includes items like notebooks, pens, photocopying, and similar supplies required for the program. Specific equipment may 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