

FIXED STUDENT CONTRIBUTION REVIEW

The following list provides examples of exceptional circumstances that may constitute reasonable grounds for reducing a fixed student contribution.

- Unable to find employment or an unexpected change in employment.
- Unable to work due to illness, medical condition, disability or injury.
- Unable to work due to caring for an immediate family member.
- Unavoidable extraordinary expenses (complete the *Request for a Review of Emergency or Extraordinary Expenses during the Study Period* form).

Note: If you are receiving the maximum amount of funding available under the program, your *Notice of Assessment* will indicate this above the funding table. If this is your situation, a contribution review is not possible as additional funding cannot be issued to you.

STUDENT'S INFORMATION

Social Insurance Number	First Name	Last Name
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PRE-STUDY PERIOD INCOME

Your pre-study period is the period between the end of your last period of full-time studies (high school or post-secondary) and the first day of class for this academic year, **up to a maximum of 18 weeks**. If you were not in school previously, your pre-study period is **the 18 week period** before the first day of your classes for this academic year.

Did you work during your pre-study period? No ____ - go to question 1 Yes ____ - go to question 2

1. Select (✓) the statement that applies to you.

- ____ I had a temporary illness, medical condition, or injury that prevented me from working. Provide a letter indicating the reason that you were unable to work along with documentation from a physician confirming the illness and timeframe involved.
- ____ I stayed at home to care for a relative who requires care due to a disability or medical condition. Provide a letter from the physician indicating that your relative needed daily care and the timeframe involved.
- ____ I was in full-time studies during the pre-study period. Provide proof from your educational institution.
- ____ I could not find a job for my pre-study period. Provide a letter detailing your job search efforts.
- ____ None of the above statements applied to me. Provide a letter indicating details.

2. Pre-Study Period Accommodation

During your pre-study period, did you live with your parent? No ____ Yes ____

If **no**, indicate where you lived during your pre-study period.

City _____ Province _____

3. Indicate your gross income during your pre-study period.

Employment Earnings	\$ _____	Employment Insurance Benefits	\$ _____
Social Assistance	\$ _____	CPP/QPP Benefits	\$ _____
Other	\$ _____	▶ List source	_____



STUDY PERIOD INCOME

Do you/will you have any financial resources during your study period? No _____ Yes _____ - go to question 4 below

4. Indicate your gross income during your study period.

- How many months will you work during this study period? _____ (Total number of months)
- Estimated monthly study period employment earnings – include all earnings from co-op work term or paid practicum, if applicable \$ _____ (Monthly)
- Assistantship / Honorarium / Fellowship or Research Grant \$ _____ (Total for this study period)
- Support payments that you will receive \$ _____ (Monthly)
- Employment Insurance Benefits \$ _____ (Bi-weekly)
- Savings, Mutual Funds, stocks & bonds, GICs \$ _____ (Total for this study period)
- Scholarships / Bursaries
 - Source _____ \$ _____
 - Source _____ \$ _____
- Registered Retirement Savings Plan (RRSP) – see **NOTE** below \$ _____ (Value of RRSP)
 - Date left high school _____
 YYYY MM DD
- Educational Trust Funds or Registered Education Savings Plan (RESP) \$ _____ (Value of Plan)
- Indicate the monthly amount you will receive in Canada or Quebec Pension Plan benefits.
 - (a) Retirement Pension \$ _____ (Monthly)
 - (b) Due to your parent's disability \$ _____ (Monthly)
 - (c) Survivor's Benefit \$ _____ (Monthly)
- Training and Skills Development (TSD) funding \$ _____ (Total for this study period)
- Other income not indicated above.
 - Source _____ \$ _____ (Total for this study period)

Note: Report the total value of all RRSPs that are owned by you/your partner, if applicable. A letter detailing the breakdown of all RRSP assets must be submitted to SFS. Include the following details for both you and your partner, if applicable.

- Lifelong Learning Withdrawals – Value of any Lifelong Learning withdrawals you/your partner has made, or will be making on your behalf, for the period of study for which you are applying.
- Taxable Withdrawals – Indicate the value of any taxable withdrawals you/your partner has made, or will be making on your behalf, for the period of study for which you are applying.
- Uncashed RRSPs – Indicate the current market value (principal and interest) of all RRSP accounts owned by you/your partner, if applicable. Do not include any money in a locked-in RRSP (usually the transfer value of pension benefits from a former employer's pension plan).

DECLARATION AND REQUIRED SIGNATURE

I declare that the information provided on this form is accurate and complete. I understand that the information submitted is subject to verification and audit.

Signature of student

Date