

Application for Financial Assistance

FALL  
**2019**

WINTER / SUMMER

**2020**

# LOANS AND BURSARIES



**Apply online – there are so many advantages!**

When you apply on our Web site instead of with paper forms, you will be able to upload any required documents right into your personal online file.

[afe.gouv.qc.ca](http://afe.gouv.qc.ca)



Québec 



# Before you apply »

## Important!

You may qualify for the Loans and Bursaries Program even if you are a part-time student, if you meet certain conditions. See page 6 of the guide to learn if you are deemed a full-time student.

## Eligibility criteria for the Loans and Bursaries Program

You are eligible for the Loans and Bursaries Program, if:

- You are a Canadian citizen or permanent resident, refugee or protected person as set out in the *Immigration and Refugee Protection Act*
- You are residing in Québec or are deemed to be residing in Québec at the time of your application, in accordance with the situations in the Criteria for Québec resident status section on page 5 of the guide
- You have been admitted to an educational institution that is recognized by the Ministère de l'Éducation et de l'Enseignement supérieur for the purposes of awarding financial assistance and
  - you are pursuing full-time studies in a recognized program.
  - or
  - You are deemed to be pursuing full-time studies in a recognized program.
- You have not exceeded the number of months of eligibility for which financial assistance may be awarded for your level of education, type of degree or program.
- You have not reached the debt limit established for your level of education, type of degree or program.
- You do not have sufficient financial resources to pursue your studies.

Please note that incarcerated persons are not eligible for the Loans and Bursaries Program.

## Confidentiality of personal information

The *Act respecting access to documents held by public bodies and the Protection of personal information* obliges public bodies to only gather individually-identifiable information that is required to perform their duties or for program management.

This kind of information and supporting documents are indispensable when applying the *Act Respecting Financial Assistance for Education Expenses* and its related regulations. Information gathered is only used to award financial assistance or, as the case may be, recover assistance overpayments, or when a borrower does not abide by repayment terms and conditions for loans guaranteed by the government.

## Want to learn more?

Additional information is available:

- On our Web site: [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)
- In the Student Financial Assistance guide
- From staff of the financial assistance office of your educational institution

## Who can access your personal information?

Only authorized Aide financière aux études employees and staff in charge of financial assistance at educational institutions may have access to the information in such files.

## Which organizations are called upon to verify personal information?

In its efforts to verify the accuracy of the information provided or to recover outstanding amounts, in accordance with the Act, Aide financière aux études may contact the following bodies:

- **non-Québec government ministries and other bodies:** to verify whether you are a beneficiary of student financial assistance from them
- **The Ministère de l'Éducation et de l'Enseignement supérieur:** to verify information concerning students' school records
- **The Ministère du Travail, de l'Emploi et de la Solidarité sociale:** to identify persons who benefit under the Social Assistance Program or the Social Solidarity Program and grant them extensions for the repayment of a bursary overpayment or a loan granted under the Loans and Bursaries Program
- **Revenu Québec:** to verify information provided, such as a person's address, civil status, employers, incomes, or to recover from income tax refunds any amount owed by students who have not honoured their repayment agreement
- **A credit-reporting agency:** to trace the place of residence of certain persons who cannot be located and check certain items of information
- **Educational institutions:** in order to confirm educational information
- **Financial institutions:** to update the files of persons who have benefited under a program offered by Aide financière aux études and ensure a follow-up on their loan balance
- **Régie de l'assurance maladie:** to determine the place of residence of persons who cannot be located
- **Debt collection agencies outside Québec:** to obtain debt repayment from a debtor or conclude a debt repayment agreement

# Table of Contents

## Your Application for Financial Assistance

Step-by-step	1
An example	3

## Your Form

Section 1: Student's Personal Information	4
Section 2: Residence in Québec	5
Sections 3A and 3B: Educational Information	6
Section 4: Student's Situation	9
Section 5: Other Financial Support Programs	12
Section 6: Financial Resources	12
Section 7: Allowance for Training Support Materials	13
Section 8: Signature	13

## Required Documents (Student) 14

## Declaration of Parents

What You Need to Know Before You Begin	21
Who must fill out a declaration?	21
Which declaration must you fill out?	21
The sponsor	21
Before sending your declaration	21
Changes occurring during the year	21
What is your responsibility with regard to your child's student loan debt?	22
Section 1: Father's, Mother's or Sponsor's Personal Information	22
Section 2: Dependent Children	22
Section 3: Income	22
Section 4: Signature of Father, Mother or Sponsor	22

## Declaration of Spouse

What You Need to Know Before You Begin	23
Who must fill out the Declaration of Spouse form?	23
What do you need to do before sending your declaration?	23
Changes occurring during the year	23
Section 1: Spouse's Personal Information	23
Section 2: Student's Personal Information	24
Section 3: Income	24
Section 4: Signature of Spouse	24

## Fact Sheet 25

### Forms to fill out

<i>2019-2020 Application for Financial Assistance</i>	between pages 25 and 27
<i>2019-2020 Schedule A— Student's Dependent Children</i>	between pages 25 and 27
<i>2019-2020 Declaration of Father or sponsor</i>	between pages 25 and 27
<i>2019-2020 Declaration of Mother or sponsor</i>	between pages 25 and 27
<i>2019-2020 Declaration of Spouse</i>	between pages 25 and 27

# Step-by-step »

The assessment simulator on our Web site estimates the amount of financial assistance that could be granted to you under the Loans and Bursaries Program for any given award year.

The results of the simulation should not be taken as official and can in no case be interpreted as a commitment by Aide financière aux études.

## 1. Ensure that you have a Permanent Code.

Your Permanent Code is assigned by the Ministère de l'Éducation et de l'Enseignement supérieur. It is shown on high school report cards and college transcripts.

## 2. Ensure that your educational institution and program are recognized.

See the Directory of educational institutions and programs on our website (more details on page 6). If the information you need is not there, contact your school's student aid office.

## 3. Fill out and submit your application for financial assistance form.

Apply online using the electronic form that is available under the Full-time Forms tab in your online file ([www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)) – there are so many advantages!

- Forms are tailored to your situation
- Secure transmission of your personal information
- Upload any required documents right into your online file

Applying on our Web site instead of with paper forms lets you upload any required documents right into your personal online file.

In addition, if you are not applying for financial assistance for the first time, your Web form will be personalised. To facilitate the process, Aide financière aux études will have already filled in part of the form using information from your file.

Alternatively, you can apply for financial assistance by filling out the paper form in this guide.

## Ensure that your application is complete and valid

Fill out all sections of the *Application for financial assistance 2019-2020* and all parts of Schedule A, if applicable. Pages 4 to 13 of the guide can help you.

Please do not use a highlighter in your financial assistance application form.

Your application for financial assistance must be submitted no later than **60 days** after the end of the last recognized month of your studies in the relevant award year.

## 4. Provide all documents needed to process your application.

The assessment of your financial assistance will not proceed until all supporting documents required to analyze your application are received. Please ensure that you submit all required documents in order to find out if you are entitled to financial assistance for education expenses and what amount could be granted to you.

Please pay careful attention to the boxed numbers on the forms. These numbers refer to specific documents that are listed on pages 14 to 20 of the guide. If you decide to apply with the Web form, a list of supporting documents required to analyze your application based on your situation, will be shown. The Web form also provides you with useful tips on how to acquire, fill out and upload these documents to your file.

Depending on your situation, your father, mother, sponsor and/or spouse may need to fill out the appropriate declaration(s). Pages 21 and 22 of the guide are meant for your parents or sponsor. Pages 23 and 24 are intended for your spouse.

### The earlier, the better!

In order to receive your financial assistance at the beginning of the academic year, apply online in May and submit all required documents as soon as possible, and upload them right into your file. This will speed up processing of your file. The assessment of your financial assistance cannot be finalized until we have received all your documents.

## Step-by-step (cont.) »

### 5. Check your assessment statement.

Once all required documents have been received and processed (usually within four to six weeks), Aide financière aux études will issue an assessment. This document will inform you of the amount of the loan and bursary (if any) granted. It will also specify the dates of payment of any assistance to which you are entitled. If you provided your email address, you will receive an email explaining how to find your assessment statement on our Web site. If not, you will receive the statement by mail.

### 6. Get your guarantee certificate and open a bank account at a participating financial institution in Québec.

#### If this is your first application for financial assistance

Following your first application, if it is determined that you qualify for financial assistance, a guarantee certificate will be made available in your Internet student file several days prior to the start of your first session. You will need to print it and deliver it to your financial institution as soon as possible so that your banking information can be sent to Aide financière aux études and your financial assistance can be paid directly to your account.

#### If you are not a first-time applicant for financial assistance

Once you submit your application to Aide financière aux études, no further steps are needed for you to receive your financial assistance, if you qualify. Funds will be credited to your bank account on the dates shown on your assessment statement.

However, if you have interrupted your studies for more than six months since your last application for financial assistance, you will be deemed a first-time applicant and need to follow the applicable procedure.

### 7. Report your income

Twice during the year, in September and January, you will need to fill out the *Confirmation of Financial Resources* form to update or confirm the income you reported in your application for financial assistance. This form is available on our Web site in *Online Services*.

Please also note that you can notify us of changes in your income at any time by sending us a declaration of change.

**Important!** If you neglect this obligation, your financial assistance installments will be suspended.

## Your responsibilities as a beneficiary

### Changes during the year

Any changes to information you provided in your application for financial assistance must be reported as quickly as possible. To report an address change, use the *Your Information* tab in your online file, which can be found on our Web site in *Online Services*. To report any other change, use the *Declaration of Change* form in the *Full-time forms* tab of your online file or pick up the form at your school's student aid office.

As soon as it receives any document from you, Aide financière aux études presumes that it has received everything it needs to proceed with the analysis of your file. Ensure that you have all the documents in hand that you need to submit, including:

- The signed forms
- Schedule A, if applicable
- The supporting documents.  
(Your Permanent Code must be written on each one.)

You have 45 days to send Aide financière aux études the required documents and forms.

**Important!** No information or document will be accepted by fax or email.

# An example »

This year, Julie has to leave her parents' residence because she will be attending a university located in another region. She filled out her application for financial assistance and reported income of \$4,000. Her parents' contribution has been established at \$4,712.\*

» **Step 1** – Fill out and submit an application for financial assistance for education expenses, along with all required supporting documents

Julie fills out her application for financial assistance and sends it to Aide financière aux études.

## Check the assessment statement

Aide financière aux études sends Julie an assessment statement that tells her the amount of financial assistance she will receive during the year.

**Example**  
 Loan: \$2,504  
 Bursary: \$3,101  
 Total: \$5,605

The statement also provides a breakdown of monthly or periodic assistance installment payments.



At the start of term, Julie prints her guarantee certificate, which is available in her online file. After she gives this document to her financial institution, she receives her first installment by electronic deposit to her bank account.

## Step 2

### September Mandatory form

Julie fills out the *Confirmation of Financial Resources* form to update or confirm the income she previously reported and avoids the possibility of receiving an overpayment.

**Installment: \$2,011**

### October

**Installment: \$264**

### November

**Installment: \$264**

## Step 3

### December

**Installment: \$264**

### January Mandatory form

Julie fills out the *Confirmation of Financial Resources* form to update or confirm the income she previously reported and avoids the possibility of receiving an overpayment.

**Installment: 2,010**

### February

**Installment: \$264**

### March

**Installment: \$264**

### April

**Installment: \$264**

## Converting a portion of her loan to a bursary

After verifying the accuracy of income reported by Julie with Revenu Québec, Aide financière aux études pays Julie's financial institution the amount that corresponds to the bursary to which she is entitled, in this case \$3,101. Her student loan is thus reduced.

**Example**  
 Loan: \$2,504  
 Bursary: \$3,101  
 Total: \$5,605

Julie receives a notice from Aide financière aux études informing her of the amount that was converted into a bursary.

\* The calculation parameters for award year 2017-2018 were used for the calculations shown on this page.



## Section 1: Student's Personal Information

### A and B. Identification and citizenship

#### Last name and first name at birth as given on your birth certificate

##### If this is your first application for financial assistance and you are a Canadian citizen by birth

If you were born in Québec and you have a permanent code, you are not required to provide your birth certificate.

If you were born in Québec or another Canadian province but do not have a permanent code, you must provide an original birth certificate (or a copy that is certified true by an authorized person from your educational institution). It must give the last and first names of both parents. An original *copy of an act of birth* issued by the Directeur de l'état civil is preferable, since it contains all the required information.

Certificates issued before January 1, 1994, by an authority other than Directeur de l'état civil have legal standing and will also be accepted.

##### If you are not Canadian by birth

If you are a naturalized Canadian citizen, you must provide the documents listed in item 2 of the table on page 15.

If you are a permanent resident, you must provide the documents listed in item 3 of the table on page 15.

If you are a refugee or a protected person, you must provide the documents listed in item 4 of the table on page 15. If you do not have a permanent code, copies of those documents must be certified true by an authorized person from your educational institution.

#### Permanent code assigned by the Ministère de l'Éducation et de l'Enseignement supérieur

Example of a permanent code: TREP11596701

(The permanent code has four letters, followed by eight numbers).

Your permanent code appears on your secondary school or college transcript and on all correspondence sent by Aide financière aux études. You must write it on all documents that you send to Aide financière aux études. If you fail to do so or if you provide an incorrect code, your file will not be complete.

### Important!

Some educational institutions assign each student a number they call a *permanent code* or *student number*. This code or number should not be confused with the permanent code assigned by the Ministère de l'Éducation et de l'Enseignement supérieur.

#### If you don't have a permanent code

If you were born in Canada, Aide financière aux études will have a permanent code assigned to you if you send an original birth certificate (or a copy that is certified true by an authorized person from your educational institution) that indicates the last and first names of both parents, as specified in the left-hand column of this page.

If you were not born in Canada, Aide financière aux études can have a permanent code assigned to you if you send, in addition to the documents specified in the left-hand column of this page, a legible document, such as your birth certificate, indicating your place of birth (city and country) and the last and first names of both your parents, even if they are deceased. Only original documents or copies certified as true by an authorized person from your educational institution will be accepted.

#### Social Insurance Number

##### If you don't have a Social Insurance Number

Go to the Service Canada Centre in your area to apply for a Social Insurance Number (SIN). You will receive your number the same day and your card in the days that follow.

To find out which documents are required to apply for an SIN, see the related section on Service Canada's Web site ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)) or dial 1-800-808-6352 and select option 3.

If you apply by mail, you will receive your SIN within 3 to 4 weeks. In that case, don't wait to receive your SIN before applying. You can inform us of your SIN as soon as you receive it.

### C. Mailing address

#### Full address and telephone number

Remember to enter your postal code and telephone number.

If you change your mailing address during the year, you must quickly notify Aide financière aux études. You can change your mailing address in the *Your information* section of your online student file, which is located in *Online Services* on our Web site.



## Section 2: Residence in Québec

### A. Criteria for Québec resident status

Even if you answer NO to the first 3 questions of this section, Aide financière aux études may still consider you a Québec resident. Read criteria 4 to 10 in the following table. If your situation meets one of these criteria, enter the number corresponding to that criterion under question 4 of the form. If you answered 10, remember to indicate the criterion that applies to your spouse.

#### Criteria for Québec resident status

1. You were born in Québec.
2. One of your parents or your sponsor resides in Québec.
3. You hold a Certificat de sélection du Québec (Québec selection certificate).
4. Both your parents (or your sponsor) are deceased and one of them resided in Québec at the time of his or her death.
5. You still have your residence in Québec, although your parents (or your sponsor) now live elsewhere.
6. Québec is the last place where you resided for 12 consecutive months without pursuing postsecondary studies or Québec is the last place where you resided for 24 consecutive months without pursuing full-time studies.
7. You were adopted by a person who resided in Québec at the time of your adoption.
8. You have been residing in Québec for at least three months and have not resided in another Canadian province for more than three months.
9. You have been in one of the following situations for three consecutive years within the last five years: 2, 5, 6 or 8.
10. One of the previously listed criteria (1-3-6 to 9) applies to your spouse.

### B. Studying outside Québec

You must complete subsection B if you are or were pursuing studies outside Québec, but were not enrolled in a Québec institution.\*

See the table below for the applicable criterion and enter the number in the space provided on the form.

#### Studying outside Québec

11. You are studying outside Québec, you live in Québec and you are in one of the ten situations described in the preceding table. In addition, you travel morning and evening to and from your educational institution.

In order to avail yourself of criteria 12, 13 or 14 you must have lived in Québec for at least two consecutive years prior to your departure, which must have occurred less than three years ago.

12. You are studying and living outside Québec, and your parents (or your sponsor) reside in Québec. Before your departure, you were in one of the situations listed in the preceding table, except for #5 (or criterion 9, situation 5).
13. You are studying and living outside Québec. Your parents (or your sponsor) no longer reside in Québec, but left the province less than three years ago and resided in Québec before their departure. Before your departure, you were in one of the situations listed in the preceding table, except for #5 (or criterion 9, situation 5).
14. You are studying and living outside Québec. You have not interrupted your full-time studies for more than 12 consecutive months since the date of your departure, before which you were in one of the situations listed in the preceding table, except for #5 (or criterion 9, situation 5).

Prior to leaving to study outside Québec, you can sign a power of attorney that will empower a member of your family or a friend to remit your *Guarantee Certificate* to your financial institution. You will also need to notify Aide financière aux études in writing, providing the name and address of your legal representative.

\* If you are pursuing studies outside Québec under an exchange program administered by a Québec institution, you are not required to fill out this section.

## Sections 3A and 3B: Educational Information

### Which section should you fill out?

You must fill out **section 3A** if you are in one of the following situations:

- You are pursuing studies in a regular path college or university program, e.g. your school year is divided into three terms – called study periods in the Guide and the forms – starting and ending on fixed dates.
- You are enrolled in a Télé-Université or Cégep à distance program.

You must fill out **section 3B** if you are in one of the following situations:

- You are pursuing studies in a college continuing education program leading to an Attestation of College Studies (ACS).
- You are pursuing studies in an intensive or accelerated program leading to a Diploma of College Studies (DCS).
- You are pursuing studies in a secondary school vocational training program leading to a Diploma of Vocational Studies (DVS) or an Attestation of Vocational Specialization (AVS).



Are you having trouble determining which section you need to fill out?

Consult the personnel of the financial assistance office of your educational institution or Aide financière aux études.

## General information regarding sections 3A and 3B

### Reduction of the student contribution with regard to part-time studies

You may be entitled to a contribution reduction if you pursued part-time studies during the 4-month period preceding the start of your full-time studies in 2019-2020.

If you pursued part-time studies in more than one educational institution or program, you must attach a separate sheet of paper to your form with the name and code of each educational institution and the number of course hours (college) or credits (university) in which you were enrolled.

Note that if you are pursuing part-time studies, you could be deemed to be pursuing full-time studies and thus qualify under the Loans and Bursaries Program. To find out if you qualify, read the following criteria on full-time studies and studies deemed full-time.

### Full-time studies and studies deemed full-time

To qualify for the Loans and Bursaries Program, you must be a full-time student or be deemed a full-time student. You must therefore be in one of the following situations.

#### You are a full-time student if

- the educational institution you are attending in Québec considers you as such. If you have any questions regarding this matter, consult the personnel of the financial assistance office of your educational institution.
- the educational institution you are attending outside Québec considers you as such. To find out which documents you need to provide in that situation, contact us or go to our Web site.

#### You are deemed a full-time student even if you study part-time, as long as you take at least 20 hours of classes a month and are in one of the following situations:

- You are at least 20 weeks pregnant
- You are a single parent and live with your child aged less than 12 years on September 30, 2019
- You live with a child (yours or your spouse's) aged less than 6 years on September 30, 2019
- You live with a child (yours or your spouse's) who suffers from a major functional disability or mental illness.\*
- You have a recognized major functional disability
- You are unable to pursue full-time studies for more than a month due to a serious episodic disorder stemming from major permanent mental or physical health problems confirmed by a medical certificate
- You are a participant in the *Réussir* program of the Ministère du Travail, de l'Emploi et de la Solidarité sociale

### Name and code of educational institution and program

Educational institution and program names and codes can be found in the Directory, which is available on the Aide financière aux études website at <http://www.afe.gouv.qc.ca/en/all-publications/detail/directory-of-educational-institutions-and-programs>.

## Year of the program

If you are enrolled in one of the following programs, please specify which year of the program you reached or will reach in 2019-2020. If in doubt, contact the financial assistance office of your educational institution.

53001	Audiologie (Université de Montréal)
500A1	Arts, lettres et communication
10800	Arts plastiques (Université du Québec en Abitibi-Témiscamingue)
10600	Arts visuels (University of Ottawa)
H1594	Assistant Ergothérapie/Physiothérapie
11200	Baccalauréat en enseignement secondaire (Université de Moncton)
51500	Chiropratique (Université du Québec à Trois-Rivières)
51501	Commerce électronique (Université de Montréal)
14010	Common law (University of Ottawa)
270AC	Contrôle des matériaux (Cégep de Trois-Rivières)
56202	Dentisterie pédiatrique (Université de Montréal)
51081	DESS perfusion extracorporelle (Université de Montréal)
15002	DESS sciences comptables (Université du Québec à Rimouski/Campus de Lévis)
92000	Diététique (Université de Moncton/Moncton)
50000	Ergothérapie (Université de Montréal)
270AB	Fabrication mécanosoudée (Cégep de Trois-Rivières)
33000	Foresterie-géodésie (Université de Moncton/Edmunston)
33050	Foresterie-géodésie (coop) (Université de Moncton/Edmunston)
51000	Médecine (Université Laval, Université de Sherbrooke, Université de Montréal, University of Ottawa)
51001	Médecine année préparatoire (Université de Montréal)
56000	Médecine dentaire (Université Laval, Université McGill)
52000	Médecine vétérinaire (Faculté de médecine vétérinaire de l'Université de Montréal)
55000	Optométrie (Université de Montréal)
56200	Orthodontie (Université de Montréal)
53000	Orthophonie (Université de Montréal)
153C0	Paysage et commercialisation en horticulture ornementale (Cégep Montmorency)
54000	Pharmacie (Université de Montréal)
570F0	Photographie (Cégep de Matane)
50010	Physiothérapie (Université de Montréal)
280A0	Pilotage d'aéronefs (Centre québécois de formation aéronautique)
59000	Pratique sage-femme (Université du Québec à Trois-Rivières)
270AA	Précédés de transformation (Cégep de Trois-Rivières)
50025	Réadaptation occupationnelle (Université de Montréal)
50035	Réadaptation physique (Université de Montréal)
56201	Réhabilitation prostodontique (Université de Montréal)
50900	Résidence médecine (Université Laval, Université de Sherbrooke, Université McGill, Université de Montréal)
18000	Sciences de l'éducation (Université de Moncton/Campus de Moncton, Campus d'Edmunston)
58000	Sciences infirmières (Université de Moncton/Campus de Moncton, Campus d'Edmunston)
58002	Sciences infirmières (clinique ou honor) (Université de Montréal/Campus de Montréal, Campus de Laval)
58003	Sciences infirmières (baccalauréat 2 ans) (Université de Montréal/Campus de Montréal, Campus de Laval)
58004	Sciences infirmières (Option ATE) (Université de Montréal)
180A0	Soins infirmiers (Cégep de Montmorency)
H1627	Soins paramédicaux avancés (La Cité collégiale)
412A0	Technique bureautique (Cégep de Rivière-du-loup)
145B0	Technique d'aménagement cynégétique et halieutique (Cégep de Baie-Comeau)
412AZ	Technique de bureautique (ate) (Cégep Limoilou)
351A0	Technique d'éducation spécialisée (Collège Ellis, campus Drummondville)
140A0	Technique d'électrophysiologie médicale (Collège Ellis, campus Trois-Rivières)

144A0	Technique de réadaptation physique (Collège Ellis, campus Trois-Rivières)
2430F	Technique de l'électronique industrielle (ate) (Cégep Limoilou)
410BZ	Technique de comptabilité et gestion (Cégep Limoilou)
410B0	Technique de comptabilité et de gestion
410C0	Technique de conseil en assurance et services financiers
410D0	Technique de gestion de commerce
430A0	Techniques de gestion hôtelière (collège Lasalle)
430B0	Technique de gestion d'un établissement de restauration
420A0	Technique de l'informatique (Cégep de Rivière-du-Loup)
420AZ	Technique de l'informatique (ate) (Cégep Limoilou)
410A0	Technique de logistique de transport
414A0	Technique de tourisme (ate) (Cégep de Matane)
414AZ	Technique de tourisme (ate) (Cégep Limoilou, campus de Charlesbourg)
322A0	Technique de l'éducation à l'enfance (Cégep de Montmorency)
141A0	Technique d'inhalothérapie (Collège Ellis, campus Trois-Rivières)
582A1	Technique d'intégration multimédia (Cégep de Matane)
241AZ	Technique du génie mécanique (Cégep Limoilou)
310C0	Techniques juridiques (Collège Ellis, campus Drummondville)
310A0	Techniques policières (Collège Ellis, campus Drummondville)
2431A	Technologie de l'électronique (ate) (Cégep Limoilou)
2410E	Technologie de maintenance industrielle (ate) (Cégep de la Gaspésie et des Îles)
232A0	Technologie des pâtes et papier (Cégep de Trois-Rivières)
142A0	Technologie de radiodiagnostic (Collège Dawson)
142C0	Technologie de radio-oncologie (Collège Dawson)
243CZ	Technologie du génie électrique (ate) (Cégep de la Gaspésie et des Îles)
235B0	Technologie du génie industriel (Cégep Limoilou)
235B0	Technologie du génie industriel (Cégep de Trois-Rivières)
2350A	Technologie du génie industriel (ate)
270A0	Technologie du génie métallurgique (Cégep de Trois-Rivières)
H1080	Thérapie respiratoire (La Cité collégiale – Ottawa)

## Full-time practicum

### Regular path college or university program

Aide financière aux études définit un stage comme une période de formation pratique en milieu de travail. Vous devez indiquer que vous êtes en train de faire un stage à temps plein si vous remplissez l'un des critères suivants :

- Le stage est obligatoire et sa durée correspond à une période d'étude (p. ex. l'automne de 2019, l'hiver de 2020, l'été de 2020). Généralement, il dure entre 12 et 16 semaines. En outre, il est déclaré un *stage à temps plein* par votre établissement éducatif et vous obtenez des crédits.

#### OR

- Si vous poursuivez des **études collégiales**, le stage est une partie d'un programme de travail-études (WSP).

#### OR

- Si vous poursuivez des **études universitaires**, le stage est une partie d'un programme coopératif.

Si vous êtes inscrit dans un **programme de cheminement régulier** et que votre stage ne répond à aucune des exigences précédentes, vérifiez la section *Études à temps plein*.

### Secondary school vocational training program or college continuing education program

Vous pouvez faire un stage dans le cadre de votre programme de formation professionnelle en école secondaire ou de votre programme de formation continue en collège. Si le stage est obligatoire, assurez-vous d'inclure la durée de votre stage dans celle de votre programme.

Pour plus d'informations, consultez le personnel de l'assistance financière de votre établissement éducatif.

\* To inform us that you are the parent of a child with a major functional disability or mental disorder, you must send us the *Declaration of Change* form and one of the following documents:

- *Medical Certificate – Major Functional Disabilities and Other Recognized Disabilities* form (if your child suffers from a major functional disability)
- Certificate from a physician describing your child's illness (if he or she suffers from a mental disorder)

These forms are available on our Web site.

## Important!

If you are doing a compulsory practicum **during** a study period and you cannot live at your place of residence during that period, you must indicate that you are pursuing full-time studies instead of a full-time practicum. You must then send Aide financière aux études a *Student Practicums* form, which is available on our Web site. Aide financière aux études will recognize your practicum expenses.

## Details Concerning Section 3A Educational Information – Regular Path College or University Program

### University education – Master’s level

#### Program with or without thesis

A thesis is a comprehensive written paper on a given problem. Its author must demonstrate that he or she can make a contribution to a specific field of study.

If you must write a thesis at the end of your master’s degree program, check one of the boxes under *Program with thesis*.

If, on the other hand, you must submit essays or complete directed studies, check one of the boxes under *Program without thesis*.

### University education – Master’s and doctorate levels

#### Writing or deposit of thesis or dissertation

Check the *Deposit of thesis* or *Deposit of dissertation* box if you meet the following conditions:

- You finished writing your thesis or dissertation during the previous study period.
- You will be depositing your thesis or dissertation during the study period in question. This is the only step left for you to complete your program.
- You have to enroll for the study period in question in order to be able to deposit your thesis or dissertation and you will be considered a full-time student by your educational institution.
- You will have to pay tuition fees or administrative fees to enroll.

## Details Concerning Section 3B Educational Information – Secondary School Vocational Training Program or College Continuing Education Program

### Start date and end date of your program

Enter the start date and end date of your program, making sure to specify the year.

For example, if your program begins on August 13, 2019, and ends on October 5, 2020, you must specify those dates, even if they are not in the same award year.

Depending on your circumstances, you must file one or two applications for financial assistance:

- If your program **ends before November 1, 2019**, you must fill out only one application for financial assistance for **2018-2019**. Your financial needs for the months of September and October 2019 will be taken into account.
- If your program **starts before June 16, 2019 and ends after October 31, 2019**, you must fill out one application for financial assistance for **2019-2020** and another one for **2018-2019** to ensure that your financial needs for the summer of 2019 (i.e. from May 1 to August 31, 2019) are taken into account.
- If your program **starts after June 16, 2019 and ends after October 31, 2019**, you must fill out only one application for financial assistance for **2019-2020**. Your financial needs for the summer of 2019 (i.e. from May 1 to August 31, 2019) will be taken into account.
- If your program **ends before November 1, 2020**, you must fill out only one application for financial assistance for **2019-2020**. Your financial needs for the fall of 2020 (i.e. from September 1 to October 31, 2020) will be taken into account.
- If your program **ends after October 31, 2020**, you must fill out one application for financial assistance for **2019-2020** and another one for **2020-2021** to ensure that your financial needs for the fall of 2020 (i.e. from September 1 to December 31, 2020) are taken into account.

If you **change educational institution or program** in 2019-2020, check with a staff member at your financial assistance office or call Aide financière aux études.

## Allowance for Training Support Materials

If you are eligible for the Loans and Bursaries Program, you may be entitled to a supplementary loan in the amount of \$150 per period of studies for which assistance has been granted to you during the award year. To receive this allowance, fill out Section 7 of this form.

## Section 4: Student's Situation

The information you provide in this section will enable us to determine which of the following student categories you fall into:

- Student with a parental or sponsor contribution
- Student without a parental or sponsor contribution
- Student with a spousal contribution

Aide financière aux études considers you a *self-supporting* student if you fall into one of the last two categories.

### A. Marital status

#### De facto spouse

You may be deemed a common-law spouse under one or more laws. Your answers in this sub-section and elsewhere on the form will enable us to determine if you are a common-law spouse under Aide financière aux études criteria.

While the *Civil Code of Québec* grants no legal status to common-law spouses, certain Québec laws do, such as the Taxation Act and the *Act Respecting Financial Assistance for Education Expenses*. However, the criteria that apply to recognizing common-law unions vary from one law to the next. Aide financière aux études defines a **common-law spouse** as an individual that lives maritally with another person of the opposite or same sex **without being married** or in a **civil union** and **that lives with at least one child** (theirs or their spouse's).

On the other hand, for the purposes of Aide financière aux études, if you live maritally with another person without being married or in a civil union with that individual and have **never been married** or in a **civil union** during your lifetime, you should state that you are **single**.

If you live maritally with another person without being married or in a civil union with that individual **but have been married to or in a civil union with** someone else from whom you are currently separated, you should indicate that you are **divorced** or **legally or de facto separated**, as the case may be.

If the individual with whom you were married or in a civil union is **deceased**, indicate that you are a **widow** or **widower**.

#### Civil union

Civil union is a commitment by two individuals who consent to a common life. Civil union is a public act made before a recognized celebrant, just like marriage, and is confirmed by a civil union contract.

#### De facto and legal separation

An individual who is **de facto separated** remains married or in a civil union with another person but is separated without a court decree. An individual who is **legally separated** is someone who has been married or in a civil union but has obtained a decree of legal separation from a court.

### B. Major functional disability

If you suffer from a major functional disability, you could benefit from special measures under the Loans and Bursaries Program.

The following are recognized permanent functional disabilities that persistently limit a person's prospects for study: severe hearing impairment, severe visual impairment, motor impairment and organic impairment. The last two disabilities are recognized when they result in significant and persistent limitations. The disabilities recognized are defined in the *Medical Certificate—Major Functional Disabilities and Other Recognized Disabilities* form, which must be completed by your doctor and attached to your application for financial assistance.

Are you recognized as having a major functional disability, or an other disability recognized on the medical certificate, and need special equipment, special services or paratransit services in order to pursue your studies?

You may qualify for the Allowance for Special Needs Program.

### C. Self-supporting student (based on family situation)

#### Biological or adoptive parent

A biological parent is a person who has a child of his or her own (whether the child is alive or deceased). An adoptive parent is a person who has legally adopted a child (whether the child is alive or deceased).

#### Single parent

You are deemed the head of a single parent family if you live with your child, have custody at least 25% of the time and are single, a widow or widower, legally or de facto divorced or separated or your spouse cannot be located.

#### Common-law spouse with at least one dependent child

A common-law spouse is defined as an individual that lives maritally with another person of the opposite or same sex **without being married** to or in a civil union with that person and **lives with at least one child** (theirs or the other person's).

## D. Self-supporting student based on studies

### Undergraduate degree earned in Québec

If you obtained an undergraduate degree in Québec, you must provide the appropriate supporting document (see situation 20, page 18). You must have earned a bachelor's degree, not a 1-year certificate or a 2-year diploma.

### Undergraduate degree earned outside Québec

If you obtained an undergraduate degree outside Québec, you must provide the appropriate supporting document (see situation 21, page 18). If you obtained your degree outside Canada, you must provide a copy of the *Évaluation comparative des études effectuées hors du Québec* (comparative evaluation for studies done outside Québec), issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion.

### Diploma from a Québec music or drama conservatory

If you obtained a diploma from a Québec music or drama conservatory, you must provide the appropriate supporting document (see situation 22, page 18). You must hold a Level I graduate diploma in music (*Diplôme d'études supérieures I en musique*) or an attestation issued upon completion of three years of university education, not a certificate of secondary school or college studies.

### 90 credits in a single university study program in Québec

You have earned 90 credits in a single university study program in Québec if you meet the following two conditions:

- A minimum of 3 years of university (at least two terms are required to count as a year of studies)
- A minimum of 90 credits counted toward a diploma in a single program (credits earned in another program of studies are only counted if they relate to a transfer to the program used to calculate the 90-credit total).

This situation only applies to programs that offer more than 90 credits.

Are you recognized by Aide financière aux études as having a major functional disability and are pursuing university studies in Québec?

In this case, you need to meet the following conditions:

- A minimum of 3 years of university (at least two terms are required to count as a year of studies)
- A minimum of 45 credits counted toward a diploma in a single program (credits earned in another program of studies are only counted if they relate to a transfer to the program used to calculate the 45-credit total).

### Full-time university studies completed in a single program outside Québec

You have completed in a single program outside Québec:

- Four years of full-time university studies (at least two full-time sessions are required to count for one academic year)

#### OR

- If you hold a Diploma of College Studies (DCS), you have completed three years of full-time university studies (at least two full-time sessions are required to count for one academic year).

If you are recognized by Aide financière aux études as having a major functional disability, you have to have completed in a single program outside Québec:

- Four years of part-time or of full-time university studies

#### OR

- If you hold a Diploma of College Studies (DCS), three years of part-time or of full-time university studies.

## E. Self-supporting student based on time spent in the labour market

### Independent for 24 months

If you supported yourself for an accumulated total of 24 months without studying full-time, you could be recognized as a self-supporting student on the basis of the time you spent on the labour market.

You are considered independent in the following situations:

#### Situation 1

While living with your parents, sponsor or elsewhere:

- You held a paid job
- OR**
- You received employment insurance benefits (including maternity and sickness benefits)
- OR**
- You received income replacement benefits from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), the Société de l'assurance automobile du Québec (SAAQ) or another organization

#### Situation 2

While not living with your parents, you supported yourself in a manner that is not mentioned above. For more information on situations in which you could be considered independent, consult the personnel of the financial assistance office of your educational institution.

### Examples

#### Situation 1

You held a paid job for nine months, received employment insurance benefits for six months and then held another paid job for six months. Subsequently, you received income replacement benefits from the CNESST for three months. At no time during this entire period were you a full-time student.

## Situation 2

You received social assistance or social solidarity benefits for 24 months while not living with your parents. In this case, you will be required to provide a copy of your lease(s) covering this 24-month period.

### Situations 1 and 2 combined

If you have been in both preceding situations, periods must have been consecutive, for a total of at least 24 months. For example, you received social assistance or social solidarity benefits for fourteen months, then you held a paid job for at least ten months.

**You must provide the required documents related to your situation in item 25 on page 19.**

## Cessation of studies for seven years

If you have ceased full-time studies for at least seven years, whether consecutive or not, you must provide your transcripts, as specified in situation 26 on page 20. Such periods of cessation of study can only be considered as of the date on which you were no longer legally required to attend school (in Québec, the legal requirement to attend school applies until age 16).

## F. Exceptional family situation

If none of the statements in subsections C, D and E apply to you, and if your situation with respect to your parents, sponsor or spouse is exceptional, we could take this into account when processing your application. In certain cases, the parental, sponsor's or spousal contribution will not be required. To confirm such circumstances, you must include the *Declaration of Exceptional Family Situation* form, duly completed by an authorized person, with your application for financial assistance.

### Parents or sponsor living in a special care home

Check the box corresponding to this situation if **both** parents are living in a special care home or if your sponsor is living in a special care home.

If your parents are in a special care home, you must send the appropriate forms: *2019-2020 Declaration of Father or Sponsor*; *2019-2020 Declaration of Mother or Sponsor*. If only one of your parents is living in a special care home, you must fill out subsection G instead.

If your sponsor is in a special care home, you must send a *2019-2020 Declaration of Father or Sponsor* form in the case of a man or a *2019-2020 Declaration of Mother or Sponsor* form in the case of a woman.

### Parents or sponsor cannot be located

Check the box corresponding to this situation if **both** parents cannot be located. If only one of them cannot be located, you must fill out subsection G instead.

## Living in a halfway house in 2019-2020

People who are serving a prison sentence are not eligible for the Loans and Bursaries Program. Only those who are living or who will be living in a halfway house in 2019-2020 can file an application for financial assistance.

## Deteriorated family situation

Check the box corresponding to this situation if your family situation has deteriorated so much that you had to leave home. If this is the case, you must provide either or both of the appropriate form(s): *2019-2020 Declaration of Father or Sponsor*; *2019-2020 Declaration of Mother or Sponsor*.

If you had to cease communication with one of your parents because of a serious problem (such as alcoholism, incest, violence or a disagreement), you must provide the form of the parent with whom you last resided and still communicate (i.e. the *2019-2020 Declaration of Father or Sponsor* form or the *2019-2020 Declaration of Mother or Sponsor* form).

If in doubt as to which form(s) you need to provide, please consult the personnel of the financial assistance office of your educational institution.

## G. Student with a parental contribution

If you need to fill out this subsection, make sure that one or both of your parents (i.e. depending on your situation), send Aide financière aux études their declaration form.

### Permanent resident, naturalized Canadian citizen

If you have a sponsor and both your parents reside outside Canada at the beginning of the award year, you must have the *2019-2020 Declaration of Father or Sponsor* form or the *2019-2020 Declaration of Mother or Sponsor* form filled out by your sponsor. If you do not have a sponsor, check the appropriate box in subsection F.

### Important!

The financial assistance to which you may be entitled will not be assessed until Aide financière aux études has received the requested declaration form(s).

## Section 5: Other Financial Support Programs

### Emploi-Québec manpower training measure

You are not eligible for the Loans and Bursaries Program if you are participating in a manpower training measure offered by Emploi-Québec and if you are attending an educational institution under the authority of a school board or a public college.

You may, however, qualify for financial assistance under the Loans and Bursaries Program if you are participating in an Emploi-Québec manpower training measure and you are in one of the following situations:

- You are enrolled in a program offered at a private secondary school or college.
- You are enrolled in a program offered at a university.
- You are enrolled in a self-financed program offered at a CEGEP.

Please note that **only** your educational expenses will be recognized and if they are entirely paid by another government department or other body, no financial assistance will be awarded to you.

## Section 6: Financial Resources

### A. Employment income and income considered employment income

You must report the income you have received or expect to receive between January 1 and December 31, 2019.

If you cannot provide the exact amount, give an estimate as accurate as possible. On several occasions during the school year, you will have the opportunity to confirm or update the income you reported.

#### Important!

You are also required to report gross income earned in another province or country. Enter these amounts in Canadian dollars.

#### It pays to declare your income!

Under the *Act respecting financial assistance for education expenses*, you must inform us of any change in your circumstances over the course of the year that could influence the amount of assistance awarded to you. Keeping your file up to date with accurate information could help you avoid a major inconvenience, such as the suspension of scheduled installments, the obligation to immediately repay a financial assistance overpayment or the loss of eligibility under the Loans and Bursaries Program and the Loans Program for Part-Time Studies for at least two years.

#### Income replacement benefits related to a job you have held are paid by the following organizations:

- Retraite Québec
- Société de l'assurance automobile du Québec
- Commission des normes, de l'équité, de la santé et de la sécurité du travail (act of good citizenship, occupational injury, occupational illness, crime victim)
- Employment and Social Development Canada
- Service Canada (benefits from the Canada Pension Plan)

#### Gross employment income

Specify the gross income from full-time or part-time employment, including severance pay, tips and income received during training.

#### Net self-employment or business income

Enter your net self-employment (commissions, contractual) or self-owned business income.

This is not net income from salaried employment for which, as previously mentioned, you instead need to report gross income.

#### Income replacement benefits

Specify income replacement benefits paid in accordance with the *Act respecting industrial accidents and occupational diseases or any similar provincial or federal law, the Automobile Insurance Act or the Crime Victim's Compensation Act*.

#### Income related to an election

Income earned during an election that is subject to government legislation (school board, municipal, provincial or federal) is not considered in assessing financial assistance, but must be reported.

This includes income earned as an election official or a candidate representative (provided you were appointed by proxy), and is the total of income earned on advance polling day, polling day and while participating in related training sessions.

#### Employment insurance benefits

Employment insurance benefits are paid by Employment and Social Development Canada (ESDC). Until 1997, these benefits were known as *unemployment insurance benefits*.



## B. Other income

### Orphan's pension, pension for a disabled person's child, surviving spouse's pension, death benefits in the form of pensions and pensions paid to the child of a crime victim

Indicate only the amount that you have received or will receive starting at age 18 since, with few exceptions, the amount awarded to you prior to age 18 is generally paid directly to the person who has responsibility for you. You are therefore not required to report it.

### Alimony and child support payments

You must enter the total alimony and child support payments you will receive for yourself and, if applicable, your children. You must report the actual amount you will receive, taxable or not, even if it is not the same as the amount indicated in the court judgment. **Do not report child support payments received by either of your parents to provide for your needs.**

### Scholarships or bursaries

Enter the total dollar amount of scholarships or bursaries you received or expect to receive in 2019 from an association, foundation, educational institution, firm or government agency, even if the total is less than \$5000, including the amounts you received from another province or another country.

Exclude bursaries received from Aide financière aux études (Loans and Bursaries Program, Programme de bourses pour les permanentes et les permanents élus des associations étudiantes nationales and Allowance for Special Needs Program) as well as the financial contribution received through the Explore Program.

#### Do not report the following income:

- Amounts paid by Retraite Québec as part of its Family Allowance
- Canada Child Benefit
- Social assistance or social solidarity benefits
- Amounts paid under a registered education savings plan (RESP)
- Amounts received from the Société de l'assurance automobile du Québec (SAAQ) or the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) as compensation, for example, for the loss of a limb or to reimburse certain expenses (physiotherapy, orthopedic devices, etc.)

- Withdrawals from a pension plan (RRSP, RRSF, RREGOP, etc.)
- Benefits from a strike fund
- Income from rental units
- Lottery winnings

## C. Employment prior to start of full-time studies

If you were employed by more than one employer or self-employed with more than one client while living elsewhere than with your parents, indicate the name of one employer or client only and your workplace address.

## Section 7: Allowance for Training Support Materials

If you are eligible for the Loans and Bursaries Program, you may be entitled to a supplementary loan in the amount of \$150 per period of studies for which assistance has been granted to you during the award year in question.

Please note that once you request this allowance, payment cannot be cancelled and will be made for all periods of studies for which assistance has been granted to you during the award year.

If you are not sure whether you need this additional assistance, you can wait and, at a later date, submit the Declaration of Change form, which you can find in the Full-time forms tab.

## Section 8: Signature

Your application for financial assistance will be processed **only if it is signed**. If you do not sign your application form, it will be returned to you by mail and the processing of your file will be delayed.

The amount of financial assistance awarded to you may be claimed if you make any false statements. Furthermore, if you fail to comply with an audit request within the specified time, your financial assistance for the current year may be cancelled and further assistance denied.



# Required Documents (Student) »

## Important!

### Certified true copies

Provide a certified true copy of the original that bears the seal of the educational institution and the initials of the attesting registrar or student aid office employee.

### Sworn statements

If you need to provide a sworn statement, the following persons are authorized to take a sworn statement: lawyers, notaries, justices of the peace, mayors, town clerks and commissioners of oaths. Educational and financial institutions usually have employees available who can act in this capacity.

### Non-compliant documents

Documents that do not comply with our requirements will not be accepted. If you need help, contact a staff member at your school's student aid office.

Forms mentioned in the "Required documents" column that are produced by Aide financière aux études are available from your school's student aid office or on our Web site ([www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)).

The following table shows a list of situations that require accompanying documents for your application for financial assistance. The required documents are specified for each situation, along with important details in column three of the table, if applicable.

You may need to provide the original copy of your application for financial assistance, Schedule A and various filled out AFE forms. For other required documents not provided or produced by Aide financière aux études, we accept photocopies in most cases. Please note that you do not need to resend already-submitted documents if the information they contain remains accurate.

Situation	Required Documents	Important Information
<b>1</b> <b>You are a Canadian citizen by birth.</b>	<ul style="list-style-type: none"> <li>• Birth certificate, copy of act of birth, or - in Québec - baptismal certificate, if issued by a parish before 1994</li> </ul>	<p><b>If you were born in Québec and entered your Permanent Code in Section 1 of the form, you are not required to provide your birth certificate.</b></p> <p>This document must include the following information:</p> <ul style="list-style-type: none"> <li>- First and last names of both parents</li> <li>- Your place of birth</li> </ul> <p>Declarations and records of birth will not be accepted.</p> <p><b>If you do not have a Permanent Code, you need to provide a certified true copy of the original document.</b></p>
<b>AND</b> you have been adopted and your birth certificate only shows the names of your biological parents.	<ul style="list-style-type: none"> <li>• Adoption judgement</li> </ul>	<p><b>The document must be ratified by the court.</b></p>
<b>AND</b> you are a Canadian born abroad.	<ul style="list-style-type: none"> <li>• Commemoration of Canadian Citizenship certificate or Citizenship Certificate issued by Citizenship and Immigration Canada</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Certificate of Registration of Birth Abroad issued by Citizenship and Immigration Canada</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• If you acquired your Canadian citizenship prior to 2009, send a proof of Canadian citizenship of one of your parents</li> </ul>	<p>You must submit copies of both sides of the certificate, as the information given in the "DATE" field is required. Please note that as of February 1, 2012, Citizenship and Immigration Canada stopped issuing the plasticized citizenship card and replaced it by the Citizenship Certificate.</p> <p><b>If you do not have a Permanent Code, in addition to the documents stipulated opposite, you need to provide copies of both sides of your Canadian Citizenship card. Remember that the copies of these documents must be certified true copies.</b></p>
<b>2</b> <b>You are a naturalized Canadian citizen.</b>	<ul style="list-style-type: none"> <li>• Commemoration of Canadian Citizenship certificate or Citizenship Certificate issued by Citizenship and Immigration Canada</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Record of Landing (IMM 1000 - issued until 2002), Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or copies of both sides of your permanent resident card issued by Citizenship and Immigration Canada</li> </ul>	<p><b>If you do not have a Permanent Code, you need to submit your Commemoration of Canadian Citizenship, copies of both sides of your permanent residence card and a legible document (for example, your birth certificate) that shows your city and country of birth as well as the first and last names of your parents. Remember that the copies of these documents must be certified true copies.</b></p>

Situation	Required Documents	Important Information
<p><b>2</b> (cont.)</p> <p><b>You are a naturalized Canadian citizen.</b></p>		<ul style="list-style-type: none"> <li>You must submit copies of both sides of the certificate, as the information given in the "DATE" field is required. Please note that as of February 1, 2012, Citizenship and Immigration Canada stopped issuing the plasticized citizenship card and replaced it by the Citizenship Certificate.</li> <li>The date on which you obtained permanent resident status appears in box 45 of your IMM 1000 or IMM 5292, and the immigrant category code appears in box 19 of the same document. The date on which you obtained permanent resident status appears in the personal information section of IMM 5688 and the immigrant category is shown in the application details section.</li> </ul>
<p><b>3</b></p> <p><b>You are a permanent resident.</b></p> <p><b>If you have a Permanent Code</b></p>	<ul style="list-style-type: none"> <li>Copies of both sides of the permanent resident card issued by Citizenship and Immigration Canada</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Confirmation of Permanent Residence (IMM 5292 or IMM 5688)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Record of Landing (IMM 1000, issued until 2002)</li> </ul>	<p>The date on which you obtained permanent resident status appears in box 45 of your IMM 1000 or IMM 5292, and the immigrant category code appears in box 19 of the same document. The date on which you obtained permanent resident status appears in the <i>personal information</i> section of IMM 5688 and the immigrant category is shown in the <i>application details</i> section.</p>
<p><b>If you do not have a Permanent Code</b></p>	<ul style="list-style-type: none"> <li>Certified copies of both sides of the permanent resident card issued by Citizenship and Immigration Canada</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Certified copies of Permanent Residence (IMM 5292 or IMM 5688)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Certified copies of Landing (IMM 1000, issued until 2002)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>A certified true copy of a legible document (for example, your birth certificate) that shows your city and country of birth as well as the first and last names of your parents</li> </ul>	
<p><b>4</b></p> <p><b>You are a refugee or a protected person.</b></p>	<ul style="list-style-type: none"> <li>Notice of decision issued by the Immigration and Refugee Board or Pre-Removal Risk Assessment decision issued by Citizenship and Immigration Canada</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Protected Person Status Document issued by Citizenship and Immigration Canada</li> </ul>	<p>If you do not have a Permanent Code, in addition to the documents stipulated opposite, you need to provide a certified true copy of a legible document (for example, your birth certificate) that shows your city and country of birth as well as the first and last names of your parents. All copies of documents must be certified true copies of the originals.</p>
<p><b>5</b></p> <p><b>One of your parents or your sponsor resides in Québec.</b></p> <p><b>OR</b> Among criteria 4 to 10, one of the Québec residency criteria applies to your situation.</p> <p><b>OR</b> You are studying outside Québec.</p>	<ul style="list-style-type: none"> <li><i>Residence in Québec</i> form</li> </ul>	<p>If you received financial assistance in 2018-2019 under the Loans and Bursaries Program, you do not need to fill out this form.</p> <p>The other criteria are described on page 5 of the guide.</p> <p>Your educational institution can provide further details.</p>
<p><b>6</b></p> <p><b>You hold a <i>Certificat de sélection du Québec</i> (Québec selection certificate).</b></p>	<ul style="list-style-type: none"> <li><i>Certificat de sélection du Québec</i> issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Document from the Ministère de l'Immigration, de la Diversité et de l'Inclusion confirming that you were issued a <i>Certificat de sélection du Québec</i></li> </ul>	<p><b>These documents can be replaced by a Confirmation of Permanent Residence (IMM 5292 or IMM 5688) or by a Record of Landing (IMM 1000) if it bears the mention "CSQ."</b></p> <p><b>Your educational institution can provide further details.</b></p>
<p><b>7</b></p> <p><b>You are studying outside Québec.</b></p>	<ul style="list-style-type: none"> <li>Studying Outside Québec – <i>Confirmation of Student Status form for 2019-2020</i></li> </ul>	<p>You need to attach this completed form to your application for financial assistance, unless you attend Acadia University (Faculty of Theology), Université d'Ottawa, Cité collégiale (Ottawa), or Université de Moncton (any campus)</p>
<p><b>8</b></p> <p><b>You are in a civil union.</b></p>	<ul style="list-style-type: none"> <li>Copy of the act of civil union or civil union certificate issued by the Directeur de l'état civil</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Confirmation of registration of a civil union at the Quebec register of civil status</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li><i>2019-2020 Declaration of Spouse</i> form</li> </ul>	

Situation	Required Documents	Important Information
<b>9</b> You are married.	<ul style="list-style-type: none"> <li>• Marriage certificate OR</li> <li>• Copy of act of marriage, or certificate of civil status OR</li> <li>• Confirmation of registration of a marriage at the Quebec register of civil status</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• 2019-2020 Declaration of Spouse form OR</li> <li>• Declaration of Student Whose Parents or Spouse Does Not Reside in Canada form</li> </ul>	<ul style="list-style-type: none"> <li>• This document must show the date of your marriage.</li> </ul> <p>Marriage declarations and contracts will not be accepted.</p> <p>If the marriage notation was added to the birth and baptismal certificate issued by a parish before 1994, you do not need to provide your marriage certificate.</p> <ul style="list-style-type: none"> <li>• Submit this form as a sworn statement if you are a permanent resident of Canada or naturalized Canadian citizen and your spouse does not reside in Canada.</li> </ul>
<b>10</b> You are a widow or widower.	<ul style="list-style-type: none"> <li>• An official document confirming your spouse's death (e.g. death certificate, act of burial or cremation or burial permit)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Your marriage certificate OR</li> <li>• A copy of your act of marriage OR</li> <li>• A copy of the act of civil union or civil union certificate issued by the Directeur de l'état civil OR</li> <li>• Certificate of civil status OR</li> <li>• Confirmation of registration of a marriage or a civil union at the Quebec register of civil status</li> </ul>	<ul style="list-style-type: none"> <li>• The date of your spouse's death must appear on the document.</li> <li>• The document must show the date of your marriage.</li> </ul> <p>Marriage declarations and contracts will not be accepted.</p> <p>If the marriage notation was added to the birth and baptismal certificate issued by a parish before 1994, you do not need to provide your marriage certificate.</p> <p>Your marriage certificate is not required if you are listed as spouse on the death certificate.</p>
<b>11</b> You are de facto separated.	<ul style="list-style-type: none"> <li>• Your marriage certificate OR</li> <li>• A copy of your act of marriage OR</li> <li>• A copy of the act of civil union or civil union certificate issued by the Directeur de l'état civil OR</li> <li>• Confirmation of registration of a marriage or a civil union at the Quebec register of civil status</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• The Family Status Declaration form</li> </ul>	<ul style="list-style-type: none"> <li>• The document must show the date of your marriage.</li> </ul> <p>Marriage declarations and contracts will not be accepted.</p> <p>If the marriage notation was added to the birth and baptismal certificate issued by a parish before 1994, you do not need to provide your marriage certificate.</p> <ul style="list-style-type: none"> <li>• This must be a sworn statement.</li> </ul>
<b>12</b> You are legally separated (by judicial order).	<ul style="list-style-type: none"> <li>• Legal document confirming your separation (e.g. a separation judgment or judgment dissolving a civil union).</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Notarized joint declaration of dissolution of a civil union</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Certificate of civil status confirming the dissolution of a civil union</li> </ul>	<p>The separation or dissolution must be ratified by the court.</p>
<p><b>AND</b></p> <p>You have sole or shared custody of your child or children.</p>	<ul style="list-style-type: none"> <li>• Court-ratified document stipulating contractual and accessory custody and/or child arrangements</li> </ul>	<p>The court judgement of separation normally ratifies the contractual agreements and/or accessory arrangements.</p>
<p><b>AND</b></p> <p>The custody circumstances of your child or children are different from those set by the court.</p>	<ul style="list-style-type: none"> <li>• Draft agreement</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Family Status Declaration form</li> </ul>	<ul style="list-style-type: none"> <li>• This document must be signed by the attorneys for both parties.</li> <li>• This must be a sworn statement.</li> </ul>
<b>13</b> You are divorced.	<ul style="list-style-type: none"> <li>• Legal document confirming your divorce (e.g. a divorce decree)</li> </ul>	<p><b>The divorce must be ratified by the court.</b></p>
<p><b>AND</b></p> <p>You have sole or shared custody of your child or children.</p>	<ul style="list-style-type: none"> <li>• Court-ratified document stipulating contractual and accessory custody and/or child arrangements</li> </ul>	<p>The court divorce decree normally ratifies the contractual agreements and/or accessory arrangements.</p>
<p><b>AND</b></p> <p>The custody circumstances of your child or children are different from those set by the court.</p>	<ul style="list-style-type: none"> <li>• Draft agreement</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Family Status Declaration form</li> </ul>	<ul style="list-style-type: none"> <li>• This document must be signed by the attorneys for both parties.</li> <li>• This must be a sworn statement.</li> </ul>

Situation	Required Documents	Important Information
<b>14</b> You have a major functional disability.	<ul style="list-style-type: none"> <li>• <i>Medical Certificate-Major Functional Disabilities and Other Recognized Disabilities</i> form</li> </ul>	This form specifies the different types of recognized disabilities.
<b>15</b> You are or have been the biological or adoptive parent of a child.	<ul style="list-style-type: none"> <li>• Birth certificate or copy of act of birth of the child or birth and baptismal certificate if issued by a parish before 1994</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Notice confirming that the birth is recorded in the register of civil status</li> </ul>	This document must include the following information: <ul style="list-style-type: none"> <li>– First and last names of both parents</li> </ul> <p><b>Declarations and records of birth will not be accepted.</b></p>
<p><b>EXCEPT</b> if you adopted a child and the birth certificate only mentions the names of the biological parents</p>	<ul style="list-style-type: none"> <li>• The child's adoption judgment</li> </ul>	<p><b>This document must be ratified by the court.</b></p>
<p><b>UNLESS</b> the child is deceased</p>	<ul style="list-style-type: none"> <li>• Copy of the death certificate</li> </ul>	Only the death certificate is required if your name is listed on it as biological or adoptive parent.
<b>16</b> You are single and both your parents are deceased.	<ul style="list-style-type: none"> <li>• For each parent, an official document confirming his or her death (e.g. death certificate, act of burial or cremation or burial permit)</li> </ul>	The date of death must appear on this document. <p><b>If you wish to declare the death of your female sponsor,</b> use the field for death of mother. If you wish to declare the death of your male sponsor, use the field for death of father.</p>
<b>17</b> You are at least 20 weeks pregnant.	<ul style="list-style-type: none"> <li>• <i>Attestation of Pregnancy</i> form</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Equivalent document (A letter signed by the attending physician, midwife or specialized nurse practitioner is considered an equivalent document.)</li> </ul> <p>You will need to submit the infant's birth certificate later on.</p>	<ul style="list-style-type: none"> <li>• <b>Important!</b> This form cannot be signed before the 20<sup>th</sup> week of pregnancy.</li> </ul>
<b>18</b> You are the head of a single-parent family: you live with your child and have custody at least 25% of the time and are single, a widow or widower, divorced, legally or de facto separated or your spouse cannot be located.	<ul style="list-style-type: none"> <li>• <i>2019-2020 Schedule A – Student's dependent children</i></li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• For each child: birth certificate or copy of act of birth or birth and baptismal certificate if issued by a parish before 1994</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Notice confirming that the birth is recorded in the register of civil status</li> </ul>	<ul style="list-style-type: none"> <li>• This document must include the following information:               <ul style="list-style-type: none"> <li>– First and last names of both parents</li> </ul> </li> </ul> <p>Declarations and records of birth will not be accepted.</p>
<p><b>AND</b> if you adopted a child and the birth certificate only mentions the names of the biological parents</p>	<ul style="list-style-type: none"> <li>• The child's adoption judgment</li> </ul>	<p><b>This document must be ratified by the court.</b></p>
<p><b>AND</b> if your child's birth certificate mentions the names of both parents (you and the other parent)</p>	<ul style="list-style-type: none"> <li>• Document stipulating the child custody arrangements</li> </ul>	<p>To see which supporting documents are required, you need to take account of both your situation and the situation of the other parent. If that individual is deceased, you will need to submit the documents listed in situation 10 of this table. For other cases, you will need to submit the documents that pertain to whichever of the following situations applies to you:</p> <ul style="list-style-type: none"> <li>– Situation 13: divorced</li> <li>– Situation 12: legally separated</li> <li>– Situation 11: de facto separated</li> </ul> <p>Single parents with dependent children must submit:</p> <ul style="list-style-type: none"> <li>– The child custody decree</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>– A sworn <i>Family Status Declaration</i> form.</li> </ul> <p>These documents are not required if the child's birth certificate only shows the name of one parent.</p>

Situation	Required Documents	Important Information
<p><b>19</b> You live with a common-law spouse and a child (yours or that of your spouse) lives with you.</p>	<ul style="list-style-type: none"> <li>• 2019-2020 Schedule A – Student’s dependent children</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• 2019-2020 Declaration of Spouse form</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• For each child: birth certificate or copy of act of birth or birth and baptismal certificate if issued by a parish before 1994</li> <li>OR</li> <li>• Notice confirming that the birth is recorded in the register of civil status</li> </ul>	<ul style="list-style-type: none"> <li>• This document must include the following information: <ul style="list-style-type: none"> <li>– First and last names of both parents</li> </ul> </li> </ul> <p><b>Declarations and records of birth will not be accepted.</b></p>
<p><b>AND</b></p> <p>if you adopted a child and the birth certificate only mentions the names of the biological parents</p>	<ul style="list-style-type: none"> <li>• The child’s adoption judgment</li> </ul>	<p>This document must be ratified by the court.</p>
<p><b>AND</b></p> <p>if your child’s birth certificate mentions that it was born out of a different union and names both parents</p>	<ul style="list-style-type: none"> <li>• Document stipulating the child custody arrangements</li> </ul>	<p>To see which supporting documents are required, you need to take account of both your situation and the situation of your current spouse with respect to that of the other parent. If that individual is deceased, you will need to submit the documents listed in situation 10 of this table. For other cases, you will need to submit the documents that pertain to whichever of the following situations applies to you or your current spouse:</p> <ul style="list-style-type: none"> <li>– Situation 13: divorced</li> <li>– Situation 12: legally separated</li> <li>– Situation 11: de facto separated</li> </ul> <p>Single parents with dependent children must submit:</p> <ul style="list-style-type: none"> <li>– The child custody decree</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>– A sworn <i>Family Status Declaration</i> form.</li> </ul> <p>These documents are not required if the child’s birth certificate only shows the name of one parent.</p>
<p><b>20</b> You hold an undergraduate degree (bachelor’s) from a Québec university.</p>	<ul style="list-style-type: none"> <li>• Official document confirming that you hold a university degree (e.g. diploma, letter from the Registrar, official transcript)</li> </ul>	<p>This document must confirm that the degree in question is a bachelor’s degree or the equivalent. It must also specify the date on which it was awarded.</p>
<p><b>21</b> You hold an undergraduate degree (bachelor’s) or the equivalent from an institution outside Québec.</p> <p>You earned your degree in Canada.</p>	<ul style="list-style-type: none"> <li>• Official document confirming that you hold a university degree (e.g. diploma, letter from the Registrar, official transcript)</li> </ul>	<ul style="list-style-type: none"> <li>• This document must confirm that the degree you earned is a bachelor’s degree or the equivalent. It must also specify the date on which it was awarded and include the words “Degree awarded”.</li> </ul> <p>If you earned your bachelor’s degree outside Québec, your diploma must stipulate “Honours.” A bachelor’s degree with specialization will also be accepted.</p>
<p>You earned your degree outside Canada.</p>	<ul style="list-style-type: none"> <li>• Education Credential Evaluation from the Ministère de l’Immigration, de la Diversité et de l’Inclusion for studies outside Québec</li> </ul>	<ul style="list-style-type: none"> <li>• Not required for graduate studies.</li> </ul>
<p><b>22</b> You hold a Level I graduate diploma in music (Diplôme d’études supérieures 1 en musique) or an attestation issued upon completion of three years of training at a Québec music or drama conservatory.</p>	<ul style="list-style-type: none"> <li>• Official document confirming that you have been awarded a Level 1 graduate diploma in music or completed three years of training (e.g. diploma, letter from the Registrar, official transcript)</li> </ul>	<p>This document must give the date on which you were awarded your diploma or indicate that the diploma will be issued at a later date.</p>

Situation	Required Documents	Important Information
<p><b>23</b> You have earned 90 credits toward a diploma in a single university program in Québec.</p> <p>You earned 90 credits in a program that requires more than 90 credits:</p>	<ul style="list-style-type: none"> <li>• Transcript for your undergraduate studies</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Letter from the Registrar</li> </ul>	<p>Your document(s) must confirm that you have completed three years of university studies and earned 90 credits.</p> <p><b>If you have a major functional disability, your document(s) must confirm that you earned 45 credits.</b></p>
<p>If you earned 90 credits towards a diploma in a 90-credit program, check the “You hold an undergraduate (bachelors) degree from a Québec university” box instead.</p>		
<p><b>24</b> You have completed four years of full-time university studies in a single program outside Québec:</p>	<ul style="list-style-type: none"> <li>• Transcript of your undergraduate studies</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Letter from the Registrar or official attestation from your school specifying the number of full-time terms you completed in a single undergraduate university program</li> </ul>	<p>If you do not hold a Diploma of College Study (DCS), the document must indicate that you have completed at least four years of studies. If you earned a Diploma of College Studies (DCS) in Québec, it must indicate that you have completed at least three years of studies.</p> <p><b>If you have a major functional disability, your document(s) must confirm that you have completed four years of part-time or full-time studies or, if you hold a Diploma of College Studies (DCS), three years of part-time or full-time studies.</b></p>
<p><b>AND</b> you hold a Québec Diploma of College Study (DCS).</p>	<ul style="list-style-type: none"> <li>• Transcript for your undergraduate studies</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Diploma of College Study (DCS)</li> </ul>	
<p><b>25</b> You were in one or both of the following situations (if both, periods must be consecutive) for a total of at least 24 months <b>WITHOUT</b> simultaneously pursuing full-time studies:</p> <p><b>A-</b> You had a paid job, received employment insurance benefits or received income replacement benefits while living with your parents or elsewhere.</p>	<ul style="list-style-type: none"> <li>• Statement of marks or cumulative transcripts for your secondary, college and university studies, as the case may be</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <i>List of Periods of Employment (Self-support)</i> form</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• The following supporting documentation: <ul style="list-style-type: none"> <li>– Record of employment or letter from each of your employers</li> <li>– Attestations issued by Employment and Social Development Canada (ESDC)</li> <li>– Attestations from the organizations concerned confirming that you received income replacement benefits</li> </ul> </li> </ul>	<p><b>Your documents must be the most recent ones available.</b></p> <p>It is important that you include the <i>List of Periods of Employment (Self-support)</i> form with the required documents. The form will help you to determine whether you really meet this criterion and thus avoid delays and requests for additional information. Your document must indicate the start and end dates of each period of autonomy.</p> <p>The other required documents must give the start and end dates of the periods concerned.</p> <p><b>Letters from your parents or sponsor will not be accepted.</b></p>
<p><b>B-</b> You met your basic needs while living elsewhere than with your parents or sponsor.</p>	<ul style="list-style-type: none"> <li>• Statement of marks or cumulative transcripts for your secondary, college and university studies, as the case may be</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• <i>List of Periods of Employment (Self-support)</i> form</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• The following supporting documentation: <ul style="list-style-type: none"> <li>– Copy of your lease or a letter from your landlord</li> <li>– Proof that you were not living with your parents or sponsor</li> <li>– Attestation issued by the Ministère du Travail, de l'Emploi et de la Solidarité sociale</li> </ul> </li> </ul>	

Situation	Required Documents	Important Information
<b>26</b> You have not studied full-time for at least 7 years from the date on which you were no longer required by law to go to school.	<ul style="list-style-type: none"> <li>Statement of marks or cumulative transcripts for your secondary, college and university studies, as the case may be</li> </ul>	<b>Provide the most recent document.</b>
<b>27</b> Your spouse or your parents have never lived in Canada.	<ul style="list-style-type: none"> <li><i>Declaration of Student Whose Parents or Spouse Does Not Reside in Canada</i> form</li> </ul>	You must submit this form <b>as a sworn statement</b> if you are a permanent resident or naturalized Canadian citizen and if your parents or your spouse lives outside Canada.
<b>28</b> Your spouse cannot be located.  <b>OR</b> You are single and in an exceptional family situation.	<ul style="list-style-type: none"> <li><i>Declaration of Exceptional Family Situation</i> form</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>The appropriate form(s) depending on your situation:  <i>2019-2020 Declaration of Father or Sponsor</i> ;  <i>2019-2020 Declaration of Mother or Sponsor</i></li> </ul>	<ul style="list-style-type: none"> <li>It is mandatory that you include the <i>Declaration of Exceptional Family Situation</i> form with your application each year if your spouse, mother, father or sponsor cannot be located. For the other situations, you are not required to resubmit the form if you already did and your situation has not changed.</li> <li>The <i>2019-2020 Declaration of Father or Sponsor</i> and/or <i>2019-2020 Declaration of Mother or Sponsor</i> forms are required in the following cases: your sponsor or parents are in a Special Residence or your family situation has deteriorated. In the latter case, if you have cut all contact with one of your parents, you need to submit the form for the parent with whom you are still in contact if you live or last lived with them.</li> <li>The <i>2019-2020 Declaration of Father or Sponsor</i> and/or <i>2019-2020 Declaration of Mother or Sponsor</i> forms may be required if you live in a halfway house.</li> </ul> <b>Check with your school's student aid office to see whether you need to provide these documents.</b>
<b>29</b> You receive support payments.	<ul style="list-style-type: none"> <li>Support judgement</li> </ul>	<b>This document must be ratified by the court.</b>
<b>30</b> You have a dependent child age 18 or over who is pursuing general education primary or secondary school studies on a full-time basis.	<ul style="list-style-type: none"> <li><i>Confirmation of Registration</i> form</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Proof of registration</li> </ul>	



# Declaration of Parents »



You can file your declaration form on our Web site ([www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)) by following the instructions in our online services.

## What You Need to Know Before You Begin

### Who must fill out a declaration?

You must fill out the *2019-2020 Declaration of Father or Sponsor* form or the *2019-2020 Declaration of Mother or Sponsor* form if you are the parent or sponsor of a student and must contribute to his or her education.

These forms are also available on our website.

A parental or sponsor's contribution is required if the student has not selected any of the situations presented in subsections C to F of section 4 of the *2019-2020 Application for Financial Assistance* form. Subsection G of section 4 tells the student whether or not you must fill out a form. If, for example, you are no longer living with the student's other parent, only the parent with whom the student resides or last resided before beginning his or her studies must complete a declaration form.

### Important!

Only one declaration form per parent is required, regardless of the number of dependent children applying for financial assistance.

### Which declaration must you fill out?

To ensure that the student's application for financial assistance is processed, you must send us a *2019-2020 Declaration of Father or Sponsor* form if you are the father or sponsor, or a *2019-2020 Declaration of Mother or Sponsor* form if you are the mother or sponsor. You will find these forms in the middle of this Guide.

### The sponsor

The sponsor is the person who agreed to provide for the basic needs of the student when he or she obtained status as a permanent resident, refugee or protected person. **He or she is not a guardian, but rather a sponsor within the meaning of the *Immigration and Refugee Protection Act*.**

### Before sending your declaration

Before sending your declaration form, you must make sure that you have signed it and that you have attached the required supporting documents. You may send your declaration form along with your child's application for financial assistance in the same envelope. Make sure that the required documents are attached to the corresponding forms.

Copies of the declaration forms are available on our Web site or from educational institutions.

### Changes occurring during the year

The *2019-2020 Declaration of Father or Sponsor* and the *2019-2020 Declaration of Mother or Sponsor* forms must be completed on the basis of information that is accurate and up-to-date on the date of signature.

You must notify Aide financière aux études of any changes that occur during the year with respect to the information you provided in your declaration form. These changes could affect the amount of assistance awarded to the student.

You can use the *Declaration of Change* form to inform Aide financière aux études of these changes. Simply go to our Web site in *Online Services* section.

You can also notify us by sending a letter. Remember to specify the student's permanent code. The letter must be sent to the following address:

Aide financière aux études  
1035, rue De La Chevrotière  
Québec (Québec) G1R 5A5

## What is your responsibility with regard to your child's student loan debt?

Parents are not liable for their child's student loans. The *Act respecting financial assistance for education expenses* states that the person applying for financial assistance under the Loans and Bursaries Program is considered to have reached majority, even if he or she is not 18 years of age.

Should the applicant die while he or she is a full-time student, the government will pay off the balance of the student loans. No amount will be claimed from the succession. However, if the applicant has completed his or her full-time studies at the time of death, his or her legal heirs will be responsible for the applicant's student debts, up to the value of the property of the succession, provided they accept the succession.

## Section 1: Father's, Mother's or Sponsor's Personal Information

### E-mail address

You may choose to receive your correspondence by e-mail. To do so, just enter your e-mail address in the space provided for that purpose on the declaration form. It's a fast and easy way to check the status of your file! If you choose this option, it is important that you notify Aide financière aux études of any change in your e-mail address.

## Section 2: Dependent Children

In this section, enter the names of the students who are filing an application for financial assistance and your other dependent children.

For a child to be considered your dependent, you must be his or her biological or adoptive father or mother.

Enter the names of children who are preschoolers, who are single and have no children of their own and, in the case of daughters, who are not at least 20 weeks pregnant.

Do not enter the names of children who are age 18 or over who are not pursuing full-time studies.

If you are the sponsor of one or more children who have submitted an application for financial assistance (see definition of sponsor on previous page), you must also enter their name.

### Important!

Remember to enter the permanent code of all children who are old enough to go to school, because it enables us to link their application to your declaration.

## Permanent code assigned by the Ministère de l'Éducation et de l'Enseignement supérieur

The permanent code appears on secondary school or college transcripts and on all correspondence that Aide financière aux études sends to your children.

## Dependent child aged 18 or over who is studying full-time

If you have at least one dependent child aged 18 or over who is **studying full-time at the elementary or secondary general education level**, you must provide **one** of the following documents:

- The *Confirmation of Enrollment* form, which is available on the Aide financière aux études Web site.
- Proof of enrollment provided by the educational institution.

## Section 3: Income

The Ministère systematically checks the information you provide in this section against the information on file at Revenu Québec.

### Total income reported to Revenu Québec

This is the amount entered on line 199 of your 2018 income tax return. However, if your spouse has transferred some retirement income to you (line 123 of your income tax return), you must subtract that income from line 199 and enter the new amount.

### Gross income reported in another province or country for the period from January 1 to December 31, 2018 (not reported to Revenu Québec)

You must provide a copy of the income tax return filed in the province or country concerned for the period concerned. If your income was earned in a country where income tax returns are not filed, you must provide **one** of the following documents:

- A copy of a letter from the embassy of the country concerned confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2018
- A copy of a letter from your employer(s) confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2018

## Section 4: Signature of Father, Mother or Sponsor

Your declaration will be processed only if it is signed.

# Declaration of Spouse »



You can file your declaration form on our Web site ([www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)) by following the instructions in our online services.

## What You Need to Know Before You Begin

### Who must fill out the *Declaration of Spouse* form?

You must fill out the *2019-2020 Declaration of Spouse* form if you are in one of the following situations:

- You are married to or in a civil union with a student applying for financial assistance.
- You are living in a de facto union with a student (of the opposite sex or the same sex) who is applying for financial assistance, you were not married to that person in a civil or religious ceremony, and you are living with a dependent child (yours or your spouse's).

### What do you need to do before sending your declaration?

Before sending your declaration form, be sure to sign it and attach the required supporting documents. You may send your declaration form along with the student's application for financial assistance in the same envelope. Make sure that the required documents are attached to your declaration.

Copies of the declaration forms are available on Web site of Aide financière aux études or from educational institutions.

### Changes occurring during the year

The *2019-2020 Declaration of Spouse* form must be completed on the basis of information that is accurate and up-to-date on the date of signature.

You must notify Aide financière aux études of any changes that occur during the year with respect to the information you provided in your declaration form. These changes could affect the amount of assistance awarded to a student.

To inform Aide financière aux études of these changes, use the *Declaration of Change* form that is available on our Web site in the *Online Services* section.

You can also notify us by sending a letter. Remember to specify the student's permanent code. The letter must be sent to the following address:

Aide financière aux études  
1035, rue De La Chevrotière  
Québec (Québec) G1R 5A5

## Section 1: Spouse's Personal Information

### Permanent code assigned by the Ministère de l'Éducation et de l'Enseignement supérieur

If you know your permanent code, you must enter it. If you are receiving financial assistance under the Loans and Bursaries Program or if you were receiving assistance last year, Aide financière aux études will take your student situation into account when assessing your contribution.

### E-mail address

You may choose to receive your correspondence by e-mail. To do so, just enter your e-mail address in the space provided for that purpose on the declaration form. It's a fast and easy way to check the status of your file! If you choose this option, it is important that you notify Aide financière aux études of any change in your e-mail address.

## Section 2: Student's Personal Information

### Permanent code assigned by the Ministère

You must enter the permanent code given to the student applying for financial assistance, so that we can link the student's application to your declaration.

## Section 3: Income

The Ministère systematically checks the information you provide in this section against the information on file at Revenu Québec.

### Total income reported to Revenu Québec

This is the amount entered on line 199 of your 2018 income tax return. However, if your spouse has transferred some retirement income to you (line 123 of your income tax return), you must subtract that income from line 199 and enter the new amount.

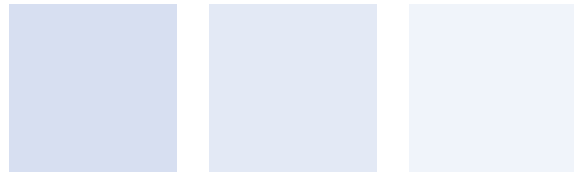
### Gross income reported in another province or country for the period from January 1 to December 31, 2018 (not reported to Revenu Québec)

You must provide a copy of the income tax return filed in the province or country concerned for the period concerned. If your income was earned in a country where income tax returns are not filed, you must provide **one** of the following documents:

- A copy of a letter from the embassy of the country concerned confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2018
- A copy of a letter from your employer(s) confirming your total income in the currency of the country or in Canadian dollars for the period from January 1 to December 31, 2018

## Section 4: Signature of Spouse

Your declaration will be processed only if it is signed.



# Fact Sheet

To fill out your application for financial assistance, you will need the following information:

Your permanent code assigned by the Ministère de l'Éducation et de l'Enseignement supérieur (If you do not have one, see page 4 of the Guide.)

Your Social Insurance Number  
(If you do not have one, see page 4 of the Guide.)

The code of your educational institution  
(See page 6 of the Guide.)

The code of your program of study  
(See page 6 of the Guide.)

The date of your marriage, civil union, separation, divorce or the death of your spouse, if applicable

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

The date on which the following is obtained, if applicable:

- Bachelor's diploma or equivalent
- Diploma of Advanced Studies I in Music from a Québec music or drama conservatory or an attestation issued upon completion of three years of training in such a conservatory
- Ninety credits toward a single university degree or the equivalent

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your financial resources for 2019  
(See page 7 of the application form for a breakdown of the income to be declared.)

## If you are a naturalized Canadian citizen or a permanent resident:

Your immigrant category code

Date on which you obtained permanent resident status

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

## If you are a refugee or a protected person:

Date on which you obtained your status as a refugee or protected person

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

## If you have a spouse:

Your spouse's permanent code, if applicable:

If you are not married or in a civil union, the date on which your de facto union began

Y	M	D
<input type="text"/>	<input type="text"/>	<input type="text"/>

## If you have dependent children:

The permanent code of your children who are old enough to go to school



To determine which group a child (or student for whom you are the sponsor) falls into, find the statement that applies to his or her situation during the 2019-2020 school year. Please remember that you must enter only the children (or students) who are single and who have no children of their own or, in the case of daughters or female students, who are not at least 20 weeks pregnant. Do not include children 18 years of age or over who are not studying full-time.

### Group A

- Child who is under 18 years of age on September 30, 2019, and who is studying full-time at the elementary or secondary level (general education)
- Child who is under 18 years of age on September 30, 2019, and who is not studying full-time
- Child who is 18 years of age or over on September 30, 2019, and who is studying full-time at the secondary level (general education). You must send us the *Confirmation of Enrollment* form. (See Guide, page 22.) [30](#)

### Group B

- Child who is studying full-time in a secondary school vocational training, college or university program, and to whom at least one of the following statements applies:
  - Child who has earned 90 credits toward a single university degree in Québec or the equivalent outside Québec
  - Child who holds a bachelor's degree from a Québec university
  - Child who is studying toward a master's or doctoral degree but does not hold a bachelor's degree
  - Child who holds a Diploma of Advanced Studies I in Music or an attestation issued upon completion of three years of university-level studies at a Québec music or theatre arts conservatory.
  - Child who holds a bachelor's degree or the equivalent from an institution outside Québec
  - Child who has not studied full-time for at least seven years since the date on which he or she was no longer required by law to go to school
  - Child who has been in one or both of the following situations for a total period of at least 24 months, without ever studying full-time during this period:
    - Child who has held a paid job or received employment insurance or income replacement benefits while living with his or her parents or elsewhere
    - Child who has supported himself or herself while living elsewhere than with his or her parents or sponsor

### Group C

- Child who is studying full-time in a secondary school vocational training, college or university program, but who does not fall into Group B



## APPLY ONLINE

### Apply online – there are so many advantages:

- Forms are tailored to your situation
- Secure transmission of your personal information
- Upload any required documents right into your online file
- Information and documents are validated step-by-step
- Faster processing of your file
- It's environmentally friendly



## FOR FURTHER INFORMATION, CONTACT:

- The financial assistance office of your educational institution
- Aide financière aux études  
1035, rue De La Chevrotière  
Québec (Québec) G1R 5A5  
418-643-3750 (Québec) 514 864-3557 (Montréal)  
1-877-643-3750 (toll-free in Canada and the United States)
- Our automated telephone service:  
418-646-4505 (Québec City)  
1-888-345-4505 (toll-free in Canada and the United States)  
24 hours a day, 7 days a week

