

CHANGE OF ACADEMIC STATUS

1. NOTIFICATION OF A STUDENT'S WITHDRAWAL, REDUCTION IN COURSE LOAD OR EARLY COMPLETION OF A PROGRAM

- This section to be completed by the educational institution for all students who have a change in their academic status.
- This form must be forwarded to Student Financial Services (SFS) as soon as the change occurs.
- The National Student Loans Service Centre (NSLSC) must be advised – this can be done using the Electronic Confirmation of Enrollment.

Student ID

XXX	XXX		
Social Insurance Number		Student's First Name	Student's Last Name

Name of Educational Institution	Name of Program of Studies

Reason for Student's Change in Status

- Withdraw from studies
- Dropped to less than 60% of a full-time course load (40% if permanently disabled)
- Requested to leave due to unsatisfactory progress
- Early completion
- Change in institution or campus of the same institution
- Change in program of studies at the same institution or campus – complete page 2.

First day student attended	Last day student attended full-time
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
DD MM YYYY	DD MM YYYY

Student loan funding disbursed to school \$

Applicable fees charged to the student for the dates student attended full-time:

Tuition \$ Student Fees \$ Books \$ Other \$ Specify

Refund Calculation

Fees paid not using student loan \$ + Student loan funding disbursed to school \$ - Total applicable fees charged to student \$ = Refund to NSLSC \$

The amount of student loan funding disbursed to the school that exceeds the applicable fees charged to the student **must be refunded to NSLSC** within four weeks of the change in status. Student loan refunds are **not** to be issued to the student.

Canada Student Loan or New Brunswick Student Loan

Make cheque or money order payable to:
National Student Loans Service Centre
PO Box 4030, Mississauga, ON L5A 4M4

Amount of Refund

\$

Date Refund Sent to NSLSC

DD MM YYYY

NSLSC Notification

Name and title of person advising NSLSC

Date NSLSC Advised

DD MM YYYY

Name and title of person completing this form (print)

Telephone

Signature of person completing this form

Date



2. STUDENTS TRANSFERRING TO A NEW PROGRAM OF STUDIES AT THE SAME INSTITUTION OR CAMPUS

- This section is to be completed by the educational institution for all students who have a change in their program of study.
- This form must be forwarded to Student Financial Services (SFS) as soon as the change occurs.

Student ID

<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Insurance Number	Student's First Name	Student's Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Program of Studies	Year of Study	Total Weeks Attended

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Start Date		Last day student attended		Indicate any breaks during period of studies						
DD	MM	YYYY	to	DD	MM	YYYY	to	DD	MM	YYYY

Fees charged for original program of studies

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tuition	Student Fees	Books

New Program of Studies

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Program of Studies	Year of Study	Total Weeks Transferred from Original Program

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Transfer Date		End Date		Indicate any breaks during period of studies						
DD	MM	YYYY	to	DD	MM	YYYY	to	DD	MM	YYYY

Fees charged for new program of studies

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tuition	Student Fees	Books

Educational Institution Official

Name and title of person completing this form (print)

Telephone

Signature of person completing this form

Date