

Educational Institution Manual

Saskatchewan Student Aid



2026-27

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Introduction

Canada and Saskatchewan Student Aid programs are integrated and work together to provide assistance to full-time and part-time Saskatchewan students. When a student applies for Saskatchewan Student Aid, they are automatically considered for a mixture of repayable loans and non-repayable grants from both the Government of Canada and the Government of Saskatchewan.

This manual provides instructions for educational institutions regarding their responsibilities in the administration of the Canada-Saskatchewan Integrated Student Loans Program, Canada Part-Time Student Loans Program and Canada and Saskatchewan Student Grants. These loan and grant programs will be grouped under the single term “Saskatchewan Student Aid” in this manual unless the policy only applies to certain funding (e.g., only Canada Loans and Grants).

This manual will be made available each year [here](#).

Information for 2026-27

Saskatchewan Student Aid

Maximum loan and grant amounts for 2026-27 will remain the same as 2025-26. For a typical eight-month school year, the loan and grant maximums are:

- **Full-time students** may be eligible for up to **\$13,900 in loans and \$5,200 in non-repayable grants** (includes Canada and Saskatchewan student loans, the Canada Student Grant for Full-time Students, and the Saskatchewan Student Grant for Full-time Students).
- **Full-time students with dependants** may be eligible for up to **\$3,160 in grant funding per dependant** (includes the Canada Student Grant for Full-Time Students with Dependents plus the Saskatchewan grant).
- **Students with disabilities** may be eligible for **\$2,800 in grant funding** from the Canada Student Grant for Students with Disabilities.

Students can specify in their Saskatchewan Student Aid application that they wish to decline student loans and receive only grants if they choose. For example, a student with income below the low-income threshold may be assessed for up to \$19,100 in federal/provincial financial assistance (\$13,900 in loan funding and \$5,200 in grants). If grants-only funding was requested, this student would receive only grant funding of \$5,200.

For full details about 2026-27 student aid amounts, please consult the [Saskatchewan Student Aid Administrative Guidelines](#).

You can also find information about Saskatchewan Student Aid on our [Fact Sheets webpage](#).

Important Information Concerning Certain Program Restrictions

- Saskatchewan Student Aid and Private Canadian Training Institutions Outside Saskatchewan

Different eligibility criteria for Saskatchewan student aid apply to programs delivered by private Canadian training institutions located outside Saskatchewan. These criteria include restrictions that have applied to online programs since 2024-25, as well as new restrictions for in-person programs effective 2026-27.

Online programs (effective 2024-25)

Programs are ineligible for Saskatchewan student aid if they are delivered:

- online, by correspondence, distance education, or another non-traditional form of delivery;
- by a private Canadian career college, vocational school, or other training institution; and
- by an institution located outside Saskatchewan.

In-person programs (effective 2026-27)

Students attending in-person programs delivered by a private Canadian career college, vocational school, or other training institution located outside Saskatchewan are not eligible for Saskatchewan student aid.

The above restrictions may be waived in a limited number of circumstances where the program, whether delivered online or in person, will help meet labour market demand or address a labour shortage in Saskatchewan, or provides training for a profession regulated in Saskatchewan.

Institutions or students may contact the Student Service Centre at studentservices@gov.sk.ca to request an exemption should they feel a certain program meets these specific criteria.

Note: All exemptions are considered on a program-by-program basis.

New Federal Restrictions for 2026-27

New federal measures will limit eligibility for the Canada Student Grant for Full-Time Students for most students attending private for-profit institutions in Canada, including those located in Saskatchewan. This is subject to regulatory approval.

In addition, for periods of study beginning on or after August 1, 2026, students enrolled at private for-profit institutions located outside Canada will no longer be eligible for federal student financial assistance. Students who have received federal aid for studies at an impacted institution prior to this date may remain eligible for federal aid up until Jul 31, 2029, provided they continue in the same program of study at the same institution.

For questions, contact the Student Service Centre:

Toll Free: 1-800-597-8278

Local: 1-306-787-5620

Email: studentservices@gov.sk.ca

Designation

For Saskatchewan students to be eligible to receive Saskatchewan Student Aid, they must attend a designated institution and be enrolled in a designated program. Information about institution and program designation for Saskatchewan Student Aid can be found in the [Saskatchewan Designation Policy Manual](#).

Authorized Officials of Educational Institutions

It is the educational institution's responsibility to appoint an individual or individuals who are responsible for providing information about program costs, period of study dates and confirming student enrolment on behalf of the educational institution for student aid purposes.

The Government of Canada's Electronic Confirmation of Enrolment National Student Loans Service Centre (NSLSC) web portal is used by educational institutions to confirm enrolment electronically for full-time and part-time students and to report early withdrawals (discontinuations).

To appoint an individual or individuals to undertake the responsibilities outlined above, the educational institution must request access to the Electronic Confirmation of Enrolment web portal by emailing cie-ece@csnpe-nslsc.ca, or calling 1-855-844-5668 to request their staff be registered as Super Users (primary administrators with full access).

After receiving the request, the NSLSC will contact the educational institution to provide them with the website address for the portal, a username and temporary password, assistance with the first log-in, directions to the user manual and training materials, and contact information for technical assistance.

It is the responsibility of the educational institution to maintain a list of users with access to the Electronic Confirmation of Enrolment web portal. This list should be updated with the NSLSC if individuals change roles within your organization.

If the educational institution is not registered to use the portal, the NSLSC will send a paper confirmation of enrolment form to the educational institution to be completed and returned. Educational institutions not registered will have to provide early withdrawals (discontinuations) on paper to NSLSC.

Electronic Master Student Financial Assistance Agreement (MSFAA)

The MSFAA is a multi-year legally binding contract, requiring a one-time signature that outlines the applicant's responsibilities and terms and conditions of accepting their provincial and federal student loans and grants. If the applicant leaves full-time or part-time study for two years, establishes residency in a new province or territory, or their previous MSFAA was for different funding (e.g., the student was previously receiving full-time student aid and is now applying for part-time student aid), they will need to complete a new MSFAA.

First time applicants deemed eligible for full-time or part-time student aid will receive an Assessment Summary Letter, a 10-digit MSFAA number and instructions on how to complete the Agreement. Within two to three business days, the applicant will receive a "Welcome Email" from the National Student Loans Service Centre (NSLSC). A secure URL in the email will invite the applicant to use their MSFAA number to verify their identity by registering their account with the NSLSC, accept the Terms and Conditions of the Agreement and provide their banking information.

Note: the NSLSC registration and authentication process has changed. Students must now log in to their My Service Canada Account (MSCA) before registering an account with the NSLSC or logging in to an existing NSLSC account. Students who do not already have a MSCA can register for one at <https://www.canada.ca/en/employment-social-development/services/my-account.html>.

Note: No educational institution official or agent is permitted to access the Saskatchewan Student Portal or the NSLSC Student Portal to aid with an application or complete the MSFAA on behalf of a student.

Saskatchewan Student Aid for Full-Time Students

Program Information Form

The purpose of this form is to provide information on costs and the study period dates of the student's program.

A [Program Information Form](#) is not required for full-time programs taken at the University of Regina, University of Saskatchewan, Saskatchewan Polytechnic, or university programs offered by a Saskatchewan college.

For all other programs, a [Program Information Form](#) must be completed by an authorized official of the educational institution. The authorized official of the institution can either provide the completed Program Information Form to the student to submit, or the authorized official can submit the form on the student's behalf through the [Post-Secondary Document Uploader](#).

Please note:

- This form does not confirm enrolment.
- This form will cover a maximum of one academic period (up to 52 weeks). Another form must be completed for further academic periods. This form is to be completed for eligible post-secondary programs only.
- The student's application for Saskatchewan Student Aid will not be processed without this form. However, students can submit their application prior to submitting this form.
- If any of the student's program information changes after their Program Information Form is submitted to the Ministry of Advanced Education, the educational institution is required to advise the ministry immediately by contacting the Student Service Centre at 1-800-597-8278.
- Furthermore, if the student's program information changes after student aid is approved, the school must non-confirm the enrolment and submit a [Revised Program Information Form](#) to the Ministry of Advanced Education.

Student Information

The Student Information section of the Program Information Form can be completed by either the student or educational institution. **The rest of the form must be completed by an authorized official of the educational institution.**

School Information

Enter the school name, educational institution code and address. The educational institution code is a four-letter code assigned by the federal government as an identifier. View the [Master Designation List](#) for this code.

Program Information

- If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date.
- Indicate the Level of Study (e.g., undergraduate) and Year of Program (e.g., if the student is entering the second year of a four-year program, enter: 2 of 4. If the program length is under 60 weeks, enter: 1 of 1).
- Indicate the percentage of a full course load the student will be enrolled in for the dates specified (e.g., 100 per cent of all courses available or 60 per cent of all courses available, etc.).
- Programs less than six weeks are not eligible for full-time assistance unless they are an extension of a previous application with no break in study.
- Students must be continually studying full-time to remain eligible. For example, if a student is taking a 40 per cent course load in their first semester and an 80 per cent course load the following semester, their course load cannot be averaged to 60 per cent. Only the 80 per cent semester is eligible for full-time assistance.
- Students who repeat a study period solely to improve their grades are not eligible for student aid.

Tuition and Compulsory Fees

- Tuition is the fee payable for the teaching and instruction received in a post-secondary educational institution.
- Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs and other amounts payable by students to the school. These fees are obligatory in connection with their program of study and may include professional membership fees. Note: compulsory fees do not include costs associated with living in residence/on campus.

Books and Supplies

- Books and supplies consist of any books, e-books, supplies (e.g., notebooks, paper, pens) required to complete the program of study. This does not include computer costs. A computer allowance is automatically added to all student assessments.

Program Extension Form

- A student's current approved study period can be extended for up to five weeks as long as the extension does not cause their total period of study to exceed 52 weeks. If the student requires an extension, an authorized official of the educational institution must complete a [Program Extension Form](#).
- Students who require an extension of six weeks or longer must complete a new application for Saskatchewan Student Aid along with the [Program Information Form](#).

Confirmation of Enrolment

It is the educational institution's responsibility to appoint an individual(s) to confirm student enrolment on behalf of the institution for student aid purposes.

The Government of Canada's Electronic Confirmation of Enrolment (ECE) National Student Loans Service Centre (NSLSC) web portal is used by educational institutions to confirm enrolment electronically for full-time and part-

time students and to report early withdrawals (discontinuations). Authorized officials can gain access to the ECE portal to confirm, non-confirm and discontinue students electronically. Confirmation of enrolment records are sent electronically to the ECE portal not more than 21 days prior to the student's program start date.

For more information about accessing the NSLSC web portal, see the Authorized Officials of Educational Institutions section above.

For educational institutions not registered to use the ECE portal, the NSLSC will contact the school to have the confirmation of enrolment form completed and returned.

Authorized officials must review the following information when confirming enrolment:

- name and address of the educational institution;
- educational institution code;
- number of weeks of study;
- course load percentage; and
- period of study start and end dates.

Educational institutions not registered will have to provide notice of early withdrawals (discontinuations) on paper to the NSLSC.

Confirmation of Enrolment - With Funding

Educational institutions with access to the ECE portal can confirm enrolment for their students electronically.

Educational institutions can instruct the NSLSC to forward funds directly to them when confirming enrolment. Funds can only be remitted to the educational institution for tuition and fees. This applies only to federal funding. The educational institution may not request funds for the cost of books and supplies.

Full-time students are defined as follows:

- A full-time student is a student taking at least 60 per cent of a full course load in each semester or term. For example, in undergraduate programs at Saskatchewan universities the student must be enrolled in at least nine credit hours (or equivalent units) in each semester/term to be considered full-time for the whole year.
- Students with either a permanent or a persistent or prolonged disability taking between 40 and 59 per cent of a full course load in each term or semester may choose to be considered full-time or part-time students for Saskatchewan Student Aid. The electronic confirmation of enrolment portal will identify these individuals.
- ***For student aid purposes, averaging of course loads is not permitted.*** If a student takes a 40 per cent course load in the first term/semester and 80 per cent in the second term/semester, the course load cannot be averaged to equal 60 per cent over both terms.
- If the full course load consists of classes from more than one educational institution, the student must make arrangements with one of the educational institutions to confirm that the combination of course enrolments is the equivalent of a full-time registration at that educational institution. This may be the educational institution from which the student is taking the most classes. Information about dual registration is available from the universities, Saskatchewan Polytechnic campuses and colleges in Saskatchewan.

Confirmation of Enrolment - Without Funding

Student borrowers who are enrolled in full-time post-secondary studies who will not be receiving additional student aid for their study period, are eligible to have their student loans remain in interest-free and payment-free status. In these cases, the student can either:

- sign-in to their web account with the NSLSC and submit a request for Confirmation of Enrolment that will go to their educational institution; or
- request a Confirmation of Enrolment Without Funding from the NSLSC. To request this, please call 1-888-815-4514.

The NSLSC will forward the Confirmation of Enrolment request electronically to schools using the portal and will send the request on paper for schools not using the portal. The educational institution is then responsible for confirming full-time enrolment.

Attendance Policy

To receive full-time student aid for any given period of study, the student must be in regular attendance and enrolled full-time at a designated institution during the period for which the student aid is intended. Regular attendance is defined as 90 per cent attendance. Schools are not given discretion in applying this rule. If the student drops below 90 per cent attendance for any two calendar months, they must be discontinued (unless the attendance drop is due to medical reasons).

If a student fails to meet the 90 per cent attendance requirement due to personal medical reasons or medical reasons of their dependent child(ren), the student can ask that the month with less than 90 per cent attendance not be counted for student aid discontinuation purposes. The student must submit medical documentation to the educational institution outlining specific dates and times that the student was required to miss classes. Upon receipt of the medical documentation, the educational institution can exempt this time for the purpose of calculating the 90 per cent attendance requirement. This exemption can be allowed twice.

If a student is unable to attend school for more than three consecutive weeks (21 calendar days), the student will be considered discontinued for student aid purposes. Exceptions can be made on a case-by-case basis and with approval from the Ministry of Advanced Education. An attending physician's statement is required to waive discontinuation due to medical reasons.

For students unable to attend for medical reasons, the educational institution can encourage students to apply for Medical and Parental leave to have their government student loans (both full-time and part-time) put in payment-free and interest-free status during their leave. Leave is approved for six-month periods, up to a maximum of 18 consecutive months. Students can learn more at [Canada Student Loans - Medical and parental leave](#).

Change of Program

Students will be allowed to change programs without having their student aid discontinued within the approved period of study in the following situation:

- the new program is at the same institution as the original program;
- the level of credential does not change;
- the period of study start date does not change; and
- the period of study end date either does not change or is not extended by more than five weeks.

When a student changes programs, a reassessment will be done to correct the program information.

Students can transfer from one federated college to another at a Saskatchewan university without having their student aid discontinued. All colleges within a university are considered to be the same institution. Students that do not meet the criteria above will be discontinued and will need to submit a new [student aid application](#).

If enrolment has not been confirmed and the student has a change to their period of study dates (start or end date), the educational institution must provide revised program information to the Student Service Centre.

If enrolment has been confirmed for a student changing programs, their student aid will be discontinued and the student can re-apply.

Discontinuations/Early Withdrawals

Discontinuations and notifications of tuition refund amounts are done electronically through the ECE portal. If the educational institution does not have access to the ECE portal, they must submit a paper confirmation of enrolment to the NSLSC and complete the discontinuation section.

A student is considered to be discontinued if the student:

- states verbally or in writing their intention to quit the educational institution;
- is expelled by the educational institution;
- fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons (schools should retain copies of medical notes on file). Discontinuation date recorded is the student's last day of attendance plus 21 days;
- successfully completes the program of studies before the scheduled program end date;
- drops below 90 per cent of regular attendance for any two calendar months, not counting time exempted by the educational institution for medical reasons (see [Attendance](#) Policy section above);
- drops below 60 per cent of a full course load (40 per cent for students with either a permanent, or a persistent or prolonged disability) at any time during their study period; or
- does not commence studies on the scheduled start date as indicated in the ECE portal due to a revised program start date. The educational institution must report this as a discontinuation if they have already confirmed the student's enrolment. A new [Program Information Form](#) will be required from the school.

Important: In the event a student with full-time student aid drops below full-time study (as defined in this manual), educational institutions are expected to process a full-time discontinuation immediately to avoid overfunding.

In cases where a student is considered discontinued because of poor attendance, the discontinuation date will be the last day of the second month where attendance was below 90 per cent. In all other cases, the discontinuation date is the date the student last attended classes, with the exception of failing to attend classes for more than three consecutive weeks.

Reinstatement

Students who have been discontinued in error may be reinstated as a full-time student and are not required to complete a new application, provided their reinstatement date is within 21 calendar days of their discontinuation. If the discontinuation exceeds 21 calendar days, a new application is required.

Educational institutions must forward the [Student Loan Reinstatement Form](#) directly to the NSLSC to inform them that the student is being reinstated. There is no electronic process for correcting errors.

Tuition Fee Refunds

Within 30 days of the program start date, should the student drop below full-time study (as defined within this manual) or discontinue their program, and the educational institution received tuition from a Canada Student Loan and/or Canada Student Grant, a tuition refund cheque made payable to “NSLSC Refunds” must be mailed to the NSLSC.

Be sure to include the following information with the tuition refund cheque:

- student name;
- student’s Social Insurance Number;
- discontinuation date;
- amount of tuition paid and refund;
- education institution code; and
- school contact name and telephone number.

Mail tuition refunds to:

National Student Loans Service Centre
P.O. Box 4030
Mississauga ON
L5A 4M4

Tuition refunds for full-time students who drop/change classes or a program, but remain full-time students as defined within this manual, or tuition refunds for full-time students who drop/change classes or a program after the 30-day period, may be applied as a credit to the student’s account or refunded directly to the student.

All tuition refunds should be made within 30 days of the date that the enrolment status changed.

Tuition Fee Refunds Exceptions

- Students who are enrolled in two educational institutions and drop credits at one institution to pick up credits at the other. In this case, the tuition refund can be made payable to either the other educational institution or the student.
- When tuition payments are being made by either Personal Education Credits from Residential School Settlements or from Residential School Settlement Funds, the institution is to issue the refund to the student.
- When tuition payments are made by a third-party agency (e.g., band funding, GDI, etc.) on behalf of students, after the tuition has been paid using funds from the student’s Canada Student Loans and/or Grants, the institution is to refund the funds directly to the student.

Saskatchewan Student Aid for Part-Time Students

Students taking a part-time course load in an eligible program can apply for part-time Saskatchewan Student Aid. Part-time students are defined as taking 20 to 59 per cent of a full course load in each semester or term. Students with either a permanent or a persistent or prolonged disability taking 40 to 59 per cent of a full course load in each term or semester may choose to be considered either full-time or part-time for student aid purposes.

Program Information Form

The [Part-Time Program Information Form](#) outlines the program's costs and study period dates and must be completed by an authorized official of the educational institution.

The authorized official of the institution can either provide the completed [Part-time Program Information Form](#) to the student to submit, or the authorized official can submit the form on the student's behalf through the [Post Secondary Document Uploader](#).

Please note:

- This form does not confirm enrolment.
- This form will cover a maximum of one academic period (up to 52 weeks). Another application must be completed for further academic periods. This form is to be completed for eligible post-secondary programs only.
- The student's application for Saskatchewan Student Aid will not be processed without this form. However, students can submit their application prior to submitting this form.
- If any of the student's program information changes after their Program Information Form is submitted to the Ministry of Advanced Education, the educational institution is required to advise the Ministry of Advanced Education immediately by contacting the Student Service Centre at 1-800-597-8278.
- If the student's program information changes after student aid is approved, the school must non-confirm the enrolment and submit a [Revised Program Information Form](#) to the Ministry of Advanced Education.

Student Information

This section of the [Part-time Program Information Form](#) can be completed by either the student or educational institution. **The rest of the form must be completed by an authorized official of the educational institution.**

School Information

Enter the school name, educational institution code, address and program name. The educational institution code is a four-letter code assigned by the federal government as an identifier. View the [Master Designation List](#) for this code.

Program Information

If the academic period is more than one semester, indicate the start of the first semester/term as the start date and the end of the last semester/term as the end date. There is no minimum length for a period of study on part-time applications.

Indicate the percentage of a full course load the student will be enrolled in for the dates specified. For example, 40 per cent of all courses available or 20 per cent of all courses available, etc.

Indicate the number of courses per week the student will be taking for the dates specified.

Please note: Students who repeat a study period solely to improve their grades are not eligible for student aid.

Tuition and Compulsory Fees

- Tuition is the fee payable for the teaching and instruction received in a post-secondary educational institution.
- Compulsory fees include annual admission fees required when submitting applications, student council fees, student services fees, field trip costs, examination fees, graduate thesis costs and other amounts payable by students to the school. These fees are obligatory in connection with their program of study and may include professional membership fees. Note: compulsory fees do not include costs associated with living in residence.

Books and Supplies

Books and supplies consist of any books, e-books, supplies (e.g., notebooks, paper, pens) required to complete the program of study. This does not include computer costs.

Note: Tuition, compulsory fees and books and supplies cannot be changed after the part-time loan has been confirmed. Part-time student aid applications cannot be reassessed.

Confirmation of Enrolment

Same as full-time (see [Saskatchewan Student Aid for Full-time Students](#) section).

Discontinuations

If a student borrower ceases to be a part time student before the period of study end date, the educational institution must report the discontinuation electronically through the National Student Loans Service Centre (NSLSC) web portal, or via written notification for paper confirmations of enrolment. If the educational institution does not have access to the portal, they must submit a paper confirmation of enrolment to the NSLSC and complete the discontinuation section.

A student is considered to be discontinued if the student:

- states verbally or in writing the intent to quit school;
- is expelled by the educational institution;
- fails to attend school for more than three consecutive weeks (21 calendar days) for any reason including documented medical reasons. Discontinuation date recorded is three weeks from date last attended;
- successfully completes the program of study before the scheduled program end date; or
- drops below 20 per cent of a full course load.

Students that transfer between affiliated colleges during the academic period will not be considered discontinued provided they maintain a part-time course load.

Saskatchewan Student Grant for Part-Time Studies and Saskatchewan Advantage Scholarship: Confirmation of Enrolment

An authorized official of the educational institution is required to complete the [Confirmation of Enrolment Form](#) for those students who are eligible for the Saskatchewan Student Grant and/or Saskatchewan Advantage Scholarship for Part-time Studies.

The authorized official must indicate:

- the educational institution's name, address, and telephone number;
- the start and end dates of the period of study in which the student is enrolled; and
- the percentage of a full course load in which the student is enrolled for this period of study.

The name of the authorized official and title should be entered in the appropriate areas and the document is to be signed and dated. Do not pre-date or post-date the document.

This form must not be completed more than 30 days prior to the period of study start date, or after the period of study end date. The completed form will not be processed if the period of study end date has passed. The period of study cannot exceed 52 weeks.

The completed document should be returned immediately to the student with instructions to sign and date the document in the declaration section and return it to the Student Service Centre.

Confirmation of Enrolment Without Funding

Students in part-time post-secondary studies not receiving student aid for their study period are eligible to have their part-time Canada loans kept in payment-free status.

The student needs to sign-in to their NSLSC web account and submit a request for Confirmation of Enrolment to be sent to their educational institution. The request will be forwarded to the educational institution for review and confirmation.

Tuition Fee Refunds

Within 30 days after the program start date, should the student drop below part-time study or discontinue their program, and the educational institution received tuition from a Canada Student Loan and/or Canada Student Grant, a tuition refund cheque made payable to "NSLSC Refunds" must be mailed to the NSLSC.

Be sure to include the following information with the tuition refund cheque:

- student name;
- student's Social Insurance Number;
- discontinuation date;
- amount of tuition paid and refund;
- education institution code; and
- school contact name and telephone number.

Tuition refunds for part-time students who drop/change classes or a program, but remain part-time students, or tuition refunds for part-time students who drop/change classes or a program after the 30-day period, may be applied as a credit to the student's account or refunded directly to the student. All tuition refunds should be made within 30 days of the date that the enrollment status changed.

Canada-Saskatchewan Grant for Services and Equipment for Students with Disabilities

Educational institutions are required to complete the Confirmation of Enrolment Form for the [Canada-Saskatchewan Grant for Services and Equipment for Students with Disabilities](#). This form can be found [here](#), along with all the other documents related to this grant.

The authorized official of the educational institution must indicate:

- the student's full name;
- the educational institution's name, address, and telephone number;
- the name of the program;
- the start and end dates of the period of study in which the student is enrolled; and
- the percentage of a full course load in which the student is enrolled for this period of study.

The name of the authorized official and title should be entered in the appropriate areas, and the document is to be signed and dated. Do not pre-date or post-date the document.

- This form may be completed as soon as the student's program registration is confirmed. The completed form will not be processed if the period of study end date has passed. The period of study cannot exceed 52 weeks.
- Once this portion is complete, the document should be returned immediately to the student so they can complete the rest of the application. The student must then upload the completed application (via their [Advanced Education Student Portal](#) account) to the Student Service Centre.

Administrative Compliance

If requested by the Ministry of Advanced Education, the educational institution will make available the following records for review:

- educational funding, including training allowances such as Gabriel Dumont Institute funding, employment insurance, or social assistance payments intended to cover educational costs, etc.;
- attendance policy and recording of daily attendance;
- scheduling of programs with respect to start and end dates;
- student aid funding remitted to the institution to cover tuition;
- calculation of tuition refund amounts and proof of submission of refunds to proper authorities;
- transcript of marks;
- school promotional materials;
- student contracts; and
- student files regarding entrance requirements/assessments, ongoing progress, attendance warnings, etc.

Educational institutions must retain copies of all Saskatchewan Student Aid documents for the duration of the student's period of study.

Educational institutions must follow their own document retention policies when determining how long to retain documents after the period of study end date.

General Contact Information

Student Service Centre

8:00 a.m. to 5:00 p.m. Monday to Friday

Call (outside Regina, within Canada): 1-800-597-8278 (outside Regina, within Canada)

Call (inside Regina, outside Canada): 306-787-5620

Mailing Address:

Student Service Centre
Ministry of Advanced Education
1120 - 2010 12th Avenue
Regina, Saskatchewan S4P 0M3

Email: studentservices@gov.sk.ca

Website: saskatchewan.ca/student-aid

Form Submission: If the student has an existing account, they can upload applications, documents and receipts online using the [Advanced Education Student Portal](#).

If the student does not have an existing Advanced Education Student Portal Account, or you need to upload documents on behalf of the applicant, applications, supporting documents and receipts can be submitted online using the [Post-Secondary Document Uploader](#).

Audit Services Unit

The Saskatchewan Student Aid program is dedicated to providing student aid to support students seeking post-secondary education under the terms of federal and provincial student aid legislation and policy. Audit Services is responsible for ensuring compliance with student aid legislation.

If you know of someone providing false information while receiving financial benefit, please contact Audit Services. Allegations are serious and all contacts will be investigated.

Call: 1-800-597-8278, option #3.

Email: audit.services@gov.sk.ca

National Student Loans Service Centre

For information on the status of Canada-Saskatchewan Integrated Student Loans, borrowers should contact the National Student Loans Service Centre (NSLSC)

Call: 1-888-815-4514 or Outside North America: 1-800-2-225-2501

TTY: 1-888-815-4556

Mailing Address:

P.O. Box 4030
Mississauga, Ontario L5A 4M4

Website: www.csnpe-nslsc.canada.ca/en/home

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