

Program Information

For Part-Time Post-Secondary Programs Only

Student Service Centre
1120 - 2010 12th Avenue
Regina, Canada S4P 0M3
306-787-5620
1-800-597-8278

File No.

For Office Use Only

Student Information

(Please print)

Social Insurance Number: _____

Student No. (if applicable): _____

Last Name: _____

First Name: _____

TO BE COMPLETED BY SCHOOL OFFICIAL - See reverse for instructions

School Information

School Name: _____

Educational
Institution Code: _____

Address: _____

Program Information

Program Name: _____

Program Start and End Dates: **THIS PERIOD CANNOT EXCEED 52 WEEKS**

Start Date (dd/mmm/yyyy): _____

End Date (dd/mmm/yyyy): _____

Program Level of Study. Check (✓) the appropriate box.

☐ Certificate ☐ Diploma ☐ Bachelor's Degree ☐ Master's Degree ☐ PhD

Percentage of a course load this student will be taking: ____ %

Number of courses per week this student will be taking: ____

Tuition, Fees, Books, and Supplies

Give the following amount in **Canadian** currency

Cost of Tuition and Compulsory Fees \$ _____

Cost of Books and Supplies \$ _____

Please notify the Ministry of Advanced Education, Student Service Centre promptly if any of this program information changes.

Signing Official

Name: _____

Phone Number: _____

Title: _____

Email: _____

Signature X _____

Date: _____

Instructions for School Officials

The purpose of this form is to provide information on costs and the study period dates of the student's program. This form **does not** confirm enrolment.

Refer to the *Educational Institution Manual* at saskatchewan.ca/informationforinstitutions

Student Information

Student information to be completed by student or educational institution.

School Information

Enter the school name, Educational Institution Code, address, and program name. The Educational Institutional Code is a four-character alpha code that has been assigned by the Government of Canada as an identifier. View the **Master Designation List** at <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

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** by checking the appropriate box.

When entering the year of program indicate the year the student is enrolled in. For example, if the student is entering the second year of a four-year program enter: 2 of a 4.

When entering the course load percentage indicate the percentage of full-time course load the student will be enrolled in for the dates specified. For example, 100% of all courses available, 60% of all courses available, etc.

Tuition, Fees, Books, and Supplies

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 fees payable for membership in professional or other societies.

The amount to be stated is the total of tuition costs plus all costs of compulsory fees as outlined above which the student is required to pay. Do not include costs of residency/dormitory fees.

Books and Supplies

Books and supplies consist of textbooks and expendable supplies, such as computer and related costs, note books, paper, pens, pencils, typing and photocopying services, and other similar supplies required to complete the program of study.